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# Program Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Clinical Site/Title</th>
<th>Email Address</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelly DiCesaro, PhD, AT</td>
<td>Chair, Department of Health Science Clinical Coordinator</td>
<td><a href="mailto:dicesaro@calu.edu">dicesaro@calu.edu</a></td>
<td>O: 724.938.5831</td>
</tr>
<tr>
<td></td>
<td>Women’s Basketball AT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mindi Fisher, MS, AT</td>
<td>Instructor Football AT</td>
<td><a href="mailto:fisher@calu.edu">fisher@calu.edu</a></td>
<td>O: 724.938.4638</td>
</tr>
<tr>
<td>Jeff Giovannucci, MA, AT</td>
<td>Instructor Track &amp; Field and Cross Country AT</td>
<td><a href="mailto:giovannucci@calu.edu">giovannucci@calu.edu</a></td>
<td>O: 724.938.4011</td>
</tr>
<tr>
<td>Dr. Jose Ramirez-DelToro</td>
<td>Medical Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danielle McElhinney, MS, AT</td>
<td>Instructor Men’s Basketball AT</td>
<td><a href="mailto:mcelhinney@calu.edu">mcelhinney@calu.edu</a></td>
<td>O: 724.938.4332</td>
</tr>
<tr>
<td>Kayla Shinew, PhD, AT, ROT</td>
<td>Program Director</td>
<td><a href="mailto:shinew@calu.edu">shinew@calu.edu</a></td>
<td>O: 724.968.4823 C: 814.233.9197</td>
</tr>
<tr>
<td>Jamie Weary, DPT, AT</td>
<td>Associate Professor</td>
<td><a href="mailto:weary@calu.edu">weary@calu.edu</a></td>
<td>O: 724.938.5708</td>
</tr>
</tbody>
</table>
I. Program Mission

Tagline—— Fostering excellence in future athletic trainers

Program Mission
Develop athletic training professionals who exhibit excellence in the delivery of patient care using a multifaceted skillset and an ongoing commitment to best practices with diverse patient populations.

Outcomes & Objectives
1. Prepare students to collaborate with physicians and other health professionals to optimize patient care.
   a. Generate a patient referral document to collaborate and discuss plan of care with various healthcare providers.
2. Integrate knowledge from various subject matter into a comprehensive patient care plan.
   a. Design comprehensive rehabilitation plan from time of injury to return to activity.
   b. Present best practices for therapeutic intervention plan.
3. Mentor students to use current literature to support best practice clinical decisions.
   a. Develop critically appraised topic suitable for publication.
   b. Demonstrate knowledge through the development of a research capstone project.
4. Actively engage students in diverse clinical experiences.
   a. Demonstrate an understanding of the variability to provide patient care across many healthcare settings.
II. Student Code of Conduct

Students are expected to conduct themselves in a professional manner at all times. Honesty and respect towards fellow students, patients, coaches, preceptors, athletic trainers, physicians, athletic department personnel, officials, and faculty must be demonstrated at all times. Unprofessional conduct will not be tolerated. Violation of the Athletic Training Code of Conduct will result in disciplinary action. Students must follow the policies and procedures described in this document and abide by the Pennsylvania State Medical Board Bylaws, the NATA Code of Ethics (regardless of membership status), the BOC’s Standards of Professional Practice, and adhere to CalU’s Student Code of Conduct.

Students must download, read, and save the following documents, which are considered a part of this manual:

- California Academic Dishonesty Policy: [http://www.calu.edu/academics/academic-affairs/academic-policies/](http://www.calu.edu/academics/academic-affairs/academic-policies/)
- Pennsylvania State Practice Act
  - [http://www.pacode.com/secure/data/049/chapter18/subchapHtoc.html](http://www.pacode.com/secure/data/049/chapter18/subchapHtoc.html)
- NATA Code of Ethics
  - [http://www.nata.org/codeofethics](http://www.nata.org/codeofethics)
- BOC Standards of Professional Practice

**Discipline Code**

Failure to comply with the Code of Conduct and/or policies described in this document will result in one of the following disciplinary actions at the discretion of the Program Director and/or University Legal Counsel. These infractions will become part of your permanent record.

Missed clinical assignment or tardiness without prior notification and approval of the preceptor:
1st offense: Policy Violation Form from the Clinical Education Coordinator (see Appendix A)
2nd & Subsequent Offenses: written notification from the Program Director of the athletic training student being placed on disciplinary probation.

Dress code violation:
1st offense: verbal warning from the preceptor
2nd offense: Policy Violation Form giving a written warning from the Clinical Education Coordinator
3rd & Subsequent offenses: written notification from the Program Director of the athletic training student being placed on disciplinary probation.

Drug and Alcohol Policy Violation
1st offense: immediately placed on Disciplinary Probation; the student must undergo on-campus (or other approved) drug and alcohol prevention/awareness education program. Failure to attend or comply is means for dismissal from the AT Program.
2nd Offense: dismissal from AT Program and referral to on-campus or other approved drug and alcohol prevention/awareness education program.

**Academic Probation**

Students enrolled in the program are required to earn a “B-” or better in their required professional ATE courses and maintain a 3.00 cumulative GPA. Any student that falls below this minimum will be placed on academic probation and be expected to remedy the deficiency the next possible term. Depending on the course, the student may not be able to progress in the curriculum and therefore be delayed in graduating.

**Disciplinary Probation**
This probation category pertains to students who been found guilty of having had difficulty with, but not limited to, unprofessionalism or unethical behaviors, inadequate time commitment, cheating, or other academic dishonesty, stealing, disrespectful behavior toward faculty, staff, or fellow students, misrepresentation of oneself in the profession, or disregard for the program’s policies.

The Program Director will identify the problem in writing, what the deficiencies are, and document any other pertinent information regarding what needs to be done to rectify the situation. Should the situation(s) not be rectified within two to three weeks (or an acceptable time frame), the athletic training student will be dismissed from program. If a student is placed on disciplinary probation twice during the professional phase, he/she will be dismissed from the program.

Conduct that results in felony charges will, at a minimum, warrant disciplinary probation in the program and will be consistent with California University of Pennsylvania’s policy on such offenses. It is the student’s responsibility to notify the program director if felony charges occur.

**Readmission Procedures Following Dismissal**

A student may reapply to the program in the spring following his or her dismissal. The athletic training student will be expected to meet with the program director prior to submitting the following material:

- Application
- Interview with AT faculty
- Obtain a “B-“ or better in the required AT Program courses
- Obtain a cumulative GPA of 3.00 or better
- Provide a 2-page minimum statement reflecting the student’s intent to improve on or change his or her course of action that resulted in dismissal from the program. This should include a plan the student intends to implement to make a positive change, what the experience resulting in dismissal has taught him or her, as well as how the student will apply what they have learned.
III. Program Admissions

Application Process
Admission to the MSAT Program is done through a secondary application process. Students enrolled at CalU would declare their major as Pre-Athletic Training. Applications will be due year three, immediately following the conclusion of midterm exams and interviews conducted shortly thereafter. Admission decisions around the end of March/beginning of April. The application process is competitive and meeting the minimum qualifications does not necessarily guarantee admission. Applications are submitted online through ATCAS (www.atcas liaisoncas.com).

Admission Requirement
Students applying to the MSAT Program must submit/complete:
- Earn a ‘C+’ or better in all prerequisite coursework (see Table 1)
- GPA of 3.0 or better in prerequisite coursework
- Cumulative undergraduate GPA of 2.75 or higher
- Proof of immunization
- Minimum of 30 clinical observations hours, across 3 different rotations
- 2 Letters of recommendation
- Verification of CPR/AED certification
- Meet physical and behavioral technical standards to successfully complete all program requirements.
- An interview with AT Program faculty

<table>
<thead>
<tr>
<th>Biology</th>
<th>Human physiology</th>
<th>Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise physiology</td>
<td>Kinesiology/Biomechanics</td>
<td>Statistics</td>
</tr>
<tr>
<td>Health</td>
<td>Chemistry</td>
<td>Physics</td>
</tr>
<tr>
<td>Human anatomy</td>
<td>Nutrition</td>
<td></td>
</tr>
</tbody>
</table>

Table 1. Program Prerequisite Courses

In addition, the student must submit the following items:
- Signed Technical Standards form (Appendix B)
- Hepatitis B Waiver form (Appendix C)
- Act 34 Clearance (PA Criminal History)
- Act 114 Clearance (Federal Criminal History/ FBI fingerprinting background check)
- Act 151 Clearance (Child Abuse)
  - The above clearances must be on file before the athletic training student begins his or her clinical education
  - Students who have a felony charge(s) on record will be admitted contingent on and consistent with California University of Pennsylvania’s policy. If admitted into the program with a felony charge, the student will be dismissed from the program if a second felony charge occurs during the student’s time in the program.

The following are the three routes to admission:

Traditional 2-year, post-bacheloriate degree
A student who has already completed a bachelor’s degree and meets the requirements for graduate application. Students can have earned any undergraduate degree, however a discipline related to the health science field is strongly encouraged as they are more likely to fulfill the prerequisites for the MSAT Program.
Early Entry (3+2, internal applicants)
Internal students will major in Pre-Athletic Training, and complete undergraduate prerequisites. During their final undergraduate term, spring semester-year 3, student will apply to the MSAT Program.

Early Admission Assurance
Pre-Athletic Training Students can apply for Admission Assurance during the spring semester of their first or second year. This admission guarantees the student a spot in the MSAT Program pending meeting certain academic requirements. To be considered for the Early Admission Assurance Program, student must be admitted into CalU, pursuing an undergraduate degree and meet the following criteria:

- Cumulative high school GPA of 3.5 or better (on a 4.0 scale)
- 1100 SAT or 22 ACT scores
- Declare pre-athletic training as their major by March, year 1

Once admitted to the Early Admission Assurance program, students must meet with following academic standards and requirements to keep the guaranteed status into the MSAT program.

- Maintain cumulative GPA 3.25
- Earn ‘B’ or better in program prerequisite courses

Students who maintain these qualifications will also get first preference in their initial clinical rotation. In the spring of their 3rd year, students will need to submit all other program application materials to complete the application process.
## IV. Academic Program

### Master of Science in Athletic Training
#### Curriculum

<table>
<thead>
<tr>
<th></th>
<th>Summer 1st 5 weeks</th>
<th>Summer 2nd 5 weeks</th>
<th>Fall Semester</th>
<th>Winter break</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YR 1</strong></td>
<td>ATE 600 Cadaver Anatomy Dissection (4)</td>
<td>ATE 610 Clinical Skills in Athletic Training &amp; LAB (2)</td>
<td>ATE 615 Emergency Care &amp; LAB (3)</td>
<td>ATE 671 Elective Practicum (2)</td>
<td>ATE 650 Head &amp; Spine Cadaver Anatomy Dissection- 5wk (2)</td>
</tr>
<tr>
<td></td>
<td>ATE 603 Foundations of AT (2)</td>
<td></td>
<td>ATE 610 Clinical Skills in Athletic Training &amp; LAB (2)</td>
<td>ATE 650 Head &amp; Spine Cadaver Anatomy Dissection- 5wk (2)</td>
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</tr>
<tr>
<td></td>
<td>EDP 600 Statistical Methods (3)</td>
<td></td>
<td>ATE 635 Examination of the Lower Extremity &amp; LAB (3)</td>
<td>ATE 665 Examination of the Upper Extremity &amp; LAB (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ATE 660 Principles of Research (2)</td>
<td>ATE 661 Research Project I (2)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>ATE 670 Practicum I (2)</td>
<td>ATE 673 Practicum II (2)</td>
<td></td>
</tr>
<tr>
<td><strong>YR 2</strong></td>
<td>ATE 772 Clinical Immersion (2)</td>
<td>ATE 774 Practicum III (2)- online</td>
<td>ATE 772 Clinical Immersion (2)</td>
<td>ATE 781 Complementary &amp; Alternative Therapies with Lab (2)</td>
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<tr>
<td></td>
<td>ATE 740 Advanced Nutrition for Sport &amp; Exercise (2)-online</td>
<td></td>
<td>ATE 740 Advanced Nutrition for Sport &amp; Exercise (2)-online</td>
<td>ATE 715 Clinical Pathologies (3)</td>
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<tr>
<td></td>
<td>ATE 723 Administration in Athletic Training (2)-online</td>
<td></td>
<td>ATE 723 Administration in Athletic Training (2)-online</td>
<td>ATE 750 Orthopedic Appliances: Casting &amp; Bracing (1)</td>
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<tr>
<td></td>
<td>ATE 744 Pharmacology (2)—online</td>
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<td>ATE 744 Pharmacology (2)—online</td>
<td>ATE 776 Practicum IV (2)</td>
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<tr>
<td></td>
<td>ATE 760 Research Project II (2)- online</td>
<td></td>
<td>ATE 760 Research Project II (2)- online</td>
<td>ATE 761 Research Project Capstone (3) Or RES 849 Thesis (4)</td>
<td></td>
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</table>
California University of Pennsylvania
School of Graduate Studies and Research

ADVISEMENT SHEET

Graduate Program Title: Master of Science in Athletic Training Program
Program (Major or Concentration) Code:
Degree/Award: Master of Science ................................................................. Credits Required: 63
Major Program: Athletic Training ............................................................... Major Code: 0331
Concentration: NA ................................................................................ Concentration Code: NA

Required Courses (63-66 credits)
EDP 600: Statistical Methods- 3 credits
ATE 600: Cadaver Anatomy Dissection- 4 credits
ATE 603: Foundations of Athletic Training- 2 credits
ATE 610: Clinical Skills in Athletic Training with Lab- 2 credits
ATE 615 Emergency Care with Lab- 3 credits
ATE 630 Therapeutic Interventions II with Lab- 4 credits
ATE 635 Examination of the Lower Extremity with Lab- 3 credits
ATE 650 Head & Spine Cadaver Anatomy Dissection- 2 credits
ATE 655 Examination of the Head & Spine with Lab- 2 credits
ATE 660 Principles of Research- 2 credits
ATE 661 Research Project I- 2 credits
ATE 665 Examination of the Upper Extremity with Lab- 3 credits
ATE 670 Practicum I- 2 credits
ATE 673 Practicum II- 2 credits
ATE 690 Therapeutic Interventions I with Lab- 4 credits
ATE 715 Clinical Pathologies- 3 credits
ATE 723 Administration in Athletic Training- 2 credits
ATE 740 Advanced Nutrition for Sport & Exercise- 2 credits
ATE 744 Pharmacology- 2 credits
ATE 750 Orthopedic Appliances: Casting & Bracing- 1 credit
ATE 760 Research Project II- 2 credits
ATE 772 Clinical Immersion- 2 credits
ATE 774 Practicum III- 2 credits
ATE 776 Practicum IV- 2 credits
ATE 781 Complementary & Alternative Therapies with Lab- 2 credits

CAPSTONE
ATE 761 Research Project Capstone- 3 credits OR
RES 849 Thesis- 4 credits

Course Options (2 credits)

INSTRUCTIONS: Students have the opportunity to gain additional clinical experiences during the winter break.
ATE 671 Elective Practicum- 2 credits

Program Requirements
PA State Clearances
Current emergency cardiac care certification
Liability insurance
Complete Bloodborne Pathogens Training

Program Notes
Application to the Master of Science in Athletic Training Program occurs during the spring semester with admission decisions made by the end of the semester. Applicants must have completed the following coursework in order to be eligible: Biology, Exercise Physiology, Health, Human anatomy, Human physiology, Kinesiology/Biomechanics, Chemistry, Nutrition, Psychology, Statistics, and Physics.
Academic Standards
Once a student has been admitted into the program, they must then complete the remaining professional athletic training courses with a "B-" as well as maintain a cumulative GPA of 3.00 or better.

Scheduling and Advising
All students who are pursuing an athletic training major will be advised by the Athletic Training faculty. Each semester the academic advisement sheet should be updated by the athletic training student and his/her advisor. This document is to be kept in the student records folder. Scheduling will be in accordance with university policy.
When selecting class schedules, students should attempt avoid classes that meet during traditional clinical times.

Students with Disabilities
Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students reserve the right to decide when to self-identify and when to request accommodations. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner. For assistance, please contact;
Office for Students with Disabilities
Carter Hall, G-35
724.938.5781
Fax: 724.938.4599
osdmail@calu.edu
http://www.calu.edu/current-students/student-services/disability/
V. Additional Program Expenses

There are additional costs associated with the program. Students are required to purchase professional attire to be worn during clinical education experiences. Students assigned to off campus clinical sites will also incur costs associated with travel to and from the clinical site.

<table>
<thead>
<tr>
<th>One-time Program costs</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Finger Printing</td>
<td>$40</td>
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<tr>
<td>Child Abuse Clearance</td>
<td>$10</td>
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<tr>
<td>Criminal Background Check</td>
<td>$10</td>
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<tr>
<td>ATCAS Application</td>
<td>$85</td>
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</table>

<table>
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<tr>
<th>Approximate Yearly Costs</th>
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<tbody>
<tr>
<td>Professional Liability Insurance</td>
<td>$15</td>
</tr>
<tr>
<td>Clothing (approx.)</td>
<td>$30-100</td>
</tr>
<tr>
<td>Off-Campus Travel (if assigned)</td>
<td>$50-200 depending upon the site</td>
</tr>
<tr>
<td>NATA Membership (optional)</td>
<td>$85</td>
</tr>
</tbody>
</table>

| Maintain CPR/AED Certification          | $20 (cost varies) |

Professional Organizations
Student membership to the NATA is encouraged. There are other benefits for students who are members of the NATA including networking opportunities, NATA News, access to the Career Center and Education Foundation etc.
VI. Awards and Scholarships

**Ben Parsons Memorial Scholarship**
To be awarded to a 2nd year MSAT student who have shown excellence and passion in their pursuit of their degree.
Qualification:
- 3.25 cumulative GPA
- 2nd year year MSAT student
- preference given to a student who has demonstrated a need for financial assistance

**Athletic Training Scholarship**
To be awarded to a newly admitted MSAT student.
Qualifications:
- 1st year student
- enrolled in the MSAT Program
- 3.5 cumulative GPA or better
- preference given to a student who has demonstrated a need for financial assistance

**Cal U Sports Medicine Scholarship**
Two scholarships are awarded annually to one 1st year and one 2nd year MSAT student. Selections will be made by the Head Athletic Trainer in conjunction with the Athletic Training Faculty.
Qualifications:
- Must be enrolled in the athletic training program
- Must be in good standing with the program
- Demonstrate need for financial assistance
- Scholarships are non-renewed; new recipients awarded each year

Selection:
- Nominations and selection process will be made by the Athletic Training faculty and Head Athletic Trainer based on the following criteria:
  - Goes above and beyond during clinical assignments
  - Takes advantage of educational opportunities
  - Demonstrates strong clinical skills for current level in program
  - Demonstrates willingness to mentor other athletic training students
  - Works well as a team leader and a team player with peers
  - Demonstrates desire and initiative to pursue clinical profession as career path

For additional financial assistance information, visit the Office of Financial Aid.
VII. Program Meetings

Traditionally, there is a program meeting scheduled for the evening before classes begin each fall semester. Other meetings will be scheduled as needed. **Program meetings are mandatory.**

In-service meetings are presented to the program to provide insight into various aspects of the broad field of sports medicine. These will be announced in advance and generally scheduled for the evening and/or weekend. **In-services are mandatory.**

If you miss an in-service or program meeting you must submit proof of emergency to the Program Director in writing within 24 hours of the event. If you miss a program meeting for an unexcused reason, a Policy Violation form will be completed to document the offense and kept in your permanent student file. Students will not be allowed to begin your clinicals until you have received and reviewed the information presented at the required meetings.
VIII. Additional Expectations

Classroom Attendance and Behavior
Instructors develop their own attendance policies that are communicated through the course syllabus. The program expects proper and prompt attendance for all scheduled courses. You represent the Professional Athletic Training Program in all of your courses. We expect that you always demonstrate professional integrity, respect, and behavior.

Classroom Technology Policy
The use of cell phones (ie. texting, playing games, Facebook, etc.) during class lecture and laboratory is strictly prohibited. Students may not record lectures (video or audio) without the instructor’s permission.
The use of computers/tablets is permitted during class at the discretion of the instructor. The viewing of non-academic sites during class or lab time is prohibited.
Violation of this policy can result in dismissal from the class, an unexcused absence, and/or a policy violation, at the discretion of the instructor.

Social Media
Students are expected to continue to maintain patient confidentiality even in the spirit of self-expression through social media. Inappropriate use of social media involving your responsibilities or privileges as an Athletic Training Student will not be tolerated.
Please keep in mind everything that you decide to share through social media is public. Although social media is a component of your private life, keep in mind that you are still representing our program, the University, and the profession of athletic training. Many people within our field have access to these online networks and maybe viewed by other professionals and potential employers.
If any distasteful means or inappropriate behaviors are displayed or shared through your social media you are subject to disciplinary action or expulsion from the program at the discretion of the Program Director.

Email Communication
All email communication with faculty, staff, preceptors etc. must be done through students’ CalU email accounts.

Cheating and Plagiarism
The student will be held to the California University of PA Academic dishonesty policy (see Appendix D).
IX. Clinical Education

Clinical education provides students with opportunities for real patient care while under the direct supervision of preceptors (i.e. Athletic Trainer or other credentialed health care professionals). The clinical education course sequence is designed to provide students with the opportunity to synthesize and apply what is learned in the classroom and laboratory on a patient population. Through both observation and participation, students will have the opportunity to experience and participate in the practice of athletic training. To different degrees, students will be involved in injury prevention, management, and rehabilitation of orthopedic injuries including exposure to general medical conditions and emergency care within the clinical sites. Students will have the opportunity to provide health care services for practice and game situations and may have the opportunity to travel to away events.

The clinical education plan is a dynamic document, allowing the synthesis of didactic and laboratory knowledge/skills to translate into real life patient care. Clinical education begins fall semester, year 1, and continues until graduation. Students receive credit for clinical education in four Practicum courses (i.e. ATE 670, 673, 774 776) each semester and one summer Clinical Immersion (ATE 772). An Elective Practicum (ATE 671) can be enrolled in during winter intersession to gain additional clinical experience.

Clinical Assignments
Students are assigned a variety of clinical experiences, under multiple preceptors, to ensure the best quality educational experience. Variety is defined by the CAATE as settings that address the continuum of care with patients that participate in a variety of activities. Including, but not limited to: Individual and team sports, equipment intensive, patients of different sexes, physically active but not part of an organized sports team, and exposure to conditions that are more systemic in nature as opposed to orthopedic.

Clinical Immersion
ATE 772 Clinical Immersion will be taken the summer of the second year in the program. Since this is an educational experience, no monetary compensation is permitted. The immersion must last a minimum of 8 weeks. If this is a new clinical site, the program will need to coordinate an Affiliation Agreement prior to the start of the experience. All related coursework will be done online through D2L. While enrolled, no other coursework may be taken.

Clinical Education Assessments
The following clinical assessments will be conducted:
- Clinical Experience Evaluation- performed by students after each rotation
- Clinical Hour Logs
- Evaluation of Athletic Training Student - mid-term and final

Note: The above evaluations will be counted in the grading system of each Practicum course in which the student is enrolled and will be reflected in the clinical education course final grade.

Professional Expectations During Clinical Education Experiences
Clinical education and assignment to a preceptor is a privilege. We appreciate our clinical sites and preceptors and should treat them with respect.

1. Act in a professional manner at all times.
2. Sitting on the practice field or gymnasium floor, studying while in the clinical setting unless approved by your preceptor, or falling asleep will not be tolerated.
3. Communicate with your preceptor to plan your clinical schedule. If you will need to miss a day(s) at your clinical site, complete a Request for Leave of Absence Form (Appendix E) and submit it to the Clinical Coordinator 1 week prior to the requested absence.
4. Professionally communicate with all coaches, patients, and other medical personnel.
5. Maximize the clinical experience time and be engaged with learning opportunities.
6. Portable devices such as cell phones, tablets, computers, etc., are permitted for educational and professional purposes only.
7. Each preceptor will have his or her own expectations for you during your clinical assignment. Be sure to speak with your preceptor regarding the above and any additional expectations he or she may have.
8. Posting, tweeting, or uploading photos of activities or any identifying information from your clinical experience is strictly prohibited.

Orientation
Student orientation of each clinical site must take place with the student's preceptor. The clinical orientation document will be handed out in the Practicum courses. The document must be signed by the preceptor and student upon completion of the orientation. It is the student's responsibility to submit the signed document to his or her respective clinical education course instructor.

Professional Liability Insurance
Athletic training students are required to purchase professional liability insurance each year. In order to remain in good standing in the program, each student must pay a $15 premium prior to the beginning of the fall semester of each school year. Cash, check, or money order can be made out to SAI. Failure to submit the insurance premium will result in the student's suspension from the clinical component of the program until premium is paid.

Dress Code
Students are expected to adhere to the appropriate clinical dress code at all scheduled times while in any of the CalU Athletic Training Program clinical settings. Students must maintain a neat and professional appearance in attire and grooming. Be reminded that when wearing the CalU logo, you not only represent the athletic training faculty, but also the program and University, therefore, should act accordingly. If you do not adhere to the dress code, you will be sent home to change and your preceptor will submit a Policy Violation Form to the Clinical Coordinator. The following dress code will be strictly enforced:

1. Pants or shorts (no shorter than mid-thigh) should be an appropriate length and be consistent with a professional image. Khaki, blue, and black colored pants are recommended. JEANS, YOGA PANTS, OR LEGGINGS ARE NOT ALLOWED AT ANY TIME.
2. Maintain proper attire at all times while representing the CalU Athletic Training Program, this includes tucking in shirts and physical appearance should be clean, neat, and professional.
3. Toe covering shoes must be worn at all times. Sandals, flip-flops, or open-toed shoes are not acceptable (in accordance with OSHA Standards). It is not advised that high heels be worn during your clinicals. Snow boots, galoshes, and platform heels are prohibited.
4. Approved game wear is dependent upon your clinical site/preceptor. Students must wear approved game shirts and shorts/pants for all home and away contests.
5. With the exception of outdoor preseason events, gym shorts, sweat pants, wind pants etc. are prohibited.
6. Hats with the CalU logo or school logo to which you are assigned are acceptable at outdoor practices, but are not to be worn in the athletic training facility.
7. No logos of other professional, collegiate, high school teams etc. are to be worn while at your clinical site. Writing should either be the CalU, Athletic Training, or your assigned site’s logo.

Jewelry/Hair Styles Etc.
- Piercings are allowed; however, they must not interfere with your safety or the safety of patients. Further, they should not be distracting or unprofessional. It is at the Clinical Coordinator’s discretion as to whether piercings of any sort can be worn at your clinical site.
• Long hair should be pulled back appropriately as not to interfere with the patient’s care or other clinical tasks. All hair, including facial, should be clean and neatly groomed.
• Fingernails must also be kept trimmed and clean. Long nails are not conducive in maintaining sanitary conditions while providing healthcare services.
• If tattoos are visible, they must not be offensive or derogatory in nature. At the discretion of the Preceptor, Athletic Director, or Clinical Coordinator, you may be asked to cover your tattoos.

Drug and Alcohol Policy
Students who show up to a clinical assignment under the influence of illicit drugs and/or alcohol, or are found using illicit drugs and/or alcohol while at a clinical site, will immediately be placed on two weeks probation, or further disciplinary action as determined by the Program Director.

Emergency Action Plans
Each clinical education site is to have a copy of its emergency action plan (EAP) accessible to the students. Prior to the start of the clinical rotation, as part of the student’s orientation (Appendix G) to each site, they must acknowledge they know where the EAP is located and describe his or her responsibilities. Emergency action plans are venue-specific and describe conditions and circumstances that create challenges not usually seen in standard emergency responses. In the event of an emergency, follow the procedures designated by your athletic training facility and/or venue.

Communicable Disease Policy
As a student, you may be exposed to various communicable diseases during your clinical assignments. If you contract one of these diseases, regardless of the source, contact your preceptor and Clinical Coordinator to request permission to not attend your clinical experience until the symptoms are reduced. Communicable diseases include but are not limited to:

<table>
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<tr>
<th>Disease</th>
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<tr>
<td>Influenza</td>
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<td>Mononucleosis</td>
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<tr>
<td>Strep Throat</td>
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<tr>
<td>Common Cold</td>
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<tr>
<td>Conjunctivitis</td>
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<td>Bronchitis</td>
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In order to provide consistent and competent care for athletic training students as well as protection and quality care for patients, healthcare procedures are established for students with communicable disease. At any time, if a student develops a condition that warrants advanced medical care, the student will be referred to student health services and any further determined medical services as needed. If a student is too ill to attend class, they would also consider being too ill to attend clinicals.

OSHA and Bloodborne Pathogens Training
OSHA Guidelines must be followed by students at all clinical sites. See Appendix F for a detailed post-exposure plan.
All students must complete an annual OSHA and Bloodborne Pathogen Training. The self-paced training available online through the University’s secure distance learning platform. Students must complete the training each year prior to the start of their clinical experience. The clinical coordinator monitors the training for completion and alerts preceptors and students if training has not been completed or a passing score is not recorded. The training culminates with a quiz that requires the students to complete a quiz; acceptable completion is a score of 90% or higher.

Attendance
Clinical education is a class. Presence at clinical rotations is a critical component of the educational success. Therefore, students are expected to attend their clinical assignments according to their pre-determined schedule set by the preceptor during their initial conference with the student. Students should communicate regularly with their
preceptor to determine their schedules and potential conflicts, and they should plan ahead if needing to miss clinical
times. For an anticipated excused absence from a clinical assignment, you must complete a Request for Leave of Absence
form. This form must be submitted to and approved by their preceptor and then submitted to the Clinical Coordinator
for approval a minimum of one week before the scheduled absence. Both approved and declined requests will be
kept in the student’s academic file. Failure to follow the appropriate procedures/timeline will result in filing a Policy
Violation Form. If a clinical experience is missed for any unexcused reason, the preceptor will submit a Policy Violation Form to the
Clinical Coordinator. Family emergencies will be handled on a case by case basis. If this situation should arise it is
the student’s responsibility to inform your preceptor and the Clinical Coordinator as soon as possible.

You are expected to report on time to the events of your assigned clinical site. If class attendance is required during
regularly scheduled practice times you must report immediately after class is finished. If you are late to a clinical
experience for any unexcused reason the preceptor can submit a Policy Violation Form to the Clinical Coordinator.

Please communicate any anticipated changes in schedule or tardiness to the preceptor immediately.

Clinical Experience Hours
During the academic term, clinical education hours must average 15 hours a week for the semester, with no less than
8 hours and no more than 23 hours on any one week. Students must have at least one day off per 7-day period. A day off is considered no contact or interaction with his or
her clinical assignment. Travel to or from a competition as well as travel preparation (packing or unpacking) is not
considered a day off. It is the student’s responsibility to schedule his or her days off with the preceptor at the
beginning of the clinical rotation.

Preseason
Students must complete a preseason experience. If you are assigned a second preseason experience, we strongly
encourage you to attend. These hours do not fall within the academic term, so the hour’s policy need not apply.

Holiday Breaks
Holiday clinical hours are not required; however, students must contact their preceptor to work out any details prior to
leaving for holiday breaks (e.g., when the last day is prior to the break and when the student is expected to return).

Inclement Weather
University closings can occur due to weather or other incidents isolated to California University.
1. Students are to use their discretion when required to travel to their clinical experiences during inclement
weather.
2. When California University closes or classes are cancelled, students are not to report to their clinical site
if their clinical experience is with a Cal U preceptor (Cal U athletic team or PTI clinic). If the students’
clinical experience is off campus, the students should contact their preceptor to determine if they should
attend.
3. Open communication with preceptors is paramount during these times.

Travel
Student travel is expected and is based on the preceptor/clinical site’s policies. For overnight trips, under no
circumstances, are students to stay in the same hotel room as their preceptor. Students MUST be under the
supervision of their preceptor during travel (i.e., bus, airplane, etc), if they are expected to perform duties that fall
within the domains of athletic training. If students travel on a team transportation and have access to athletic training
equipment (student records, modalities, AT kit, etc.) they must be supervised by their preceptor.
**Intercollegiate Sports Participation**

Due to the time commitment required for athletic training, it is extremely difficult to simultaneously participate in an intercollegiate sport during the Professional Phase of the MSAT curriculum. Students who decide to participate in an intercollegiate sport may need up to two additional semesters to complete the program. Students wishing to participate in an intercollegiate sport should contact the Athletic Training Program Director to determine an appropriate curriculum plan.

**Extracurricular Activities and Employment Policy**

Outside employment, club sports, intramural activities, sorority/fraternity activities, etc. are not prohibited, but **cannot** interfere with your clinical education experiences. Special arrangements and/or special scheduling considerations will not be made for any extracurricular activities. **/// this include Graduate Assistant positions**

**Confidentiality**

Students have an obligation to all patients, coaches, preceptors, and CalU to maintain confidentiality with any patient information they acquire while at their clinical site. Medical information is considered confidential. This includes (but is not limited to) any information about a patient’s medical condition, the management and rehabilitation of any medical conditions, or any information you acquire in the locker rooms, athletic training facilities, physician offices, or any information that is not considered to be public knowledge. No information should be discussed or shared on any social media site or with anyone not directly relating the responsibility of the patient’s care. To comply with HIPPA regulations, you must also not exchange information over email, text, etc., unless you are using a specifically encrypted means of communication. Discussing a general patient’s condition or care within the academic classroom is an acceptable means, as long as you do not discuss any identifying factors related to the patient.

As a health care provider, you will be held to a higher standard and will be trusted with confidential information to act with integrity regarding these matters.
X. Interpersonal Relationships

High Schools
Athletic training students shall not be involved in a sexual or social relationship with a student at his or her assigned high school. Violation of this policy shall result in the immediate removal from the site, possible expulsion from California University of PA, and possible criminal action if the high school student is not of the age of consent. At the discretion of CalU Legal Council, a complaint may be filed with the PA Medical Board.

Coaches
It is important that students develop professional relationships with the coaches and support staff of teams at the clinical educational assignments. You should discuss how to handle coach, patient, and staff questions with your preceptor. Generally, student interaction with coaches and staff should increase as more clinical experience is gained. Occasionally some interactions can present difficult situations. If a student has a difficulty with a coach, student-athlete, or staff member, he/she should make this known to the preceptor immediately.

Intercollegiate and Club Sports Student Athletes
Relationships, including inappropriate or excessive socialization, between undergraduate students assigned to CalU Intercollegiate Athletics or Club Sports student-athletes are strongly discouraged. At no time shall a student be involved in a consensual relationship with an athlete whose medical care he or she is responsible for.

If a student becomes involved in a relationship with a CalU student-athlete, the athletic training student must immediately inform the preceptor and the Clinical Coordinator. If a determination is made that the relationship may compromise the health care of the student-athlete, the student may be reassigned to safeguard the student-athlete. This decision is made at the discretion of the head AT/preceptor and the Clinical Coordinator.

Graduate Assistant Athletic Trainers
Relationships, including inappropriate or excessive socialization, between GA athletic trainers and students who the GA supervises and/or evaluates are prohibited. If a GA becomes involved in a relationship with a student, the GA must immediately inform the Clinical Coordinator and graduate program director, regardless if there is not currently a supervisory relationship. This will prevent the student from being assigned to the GA as a preceptor in the future.
XI. Grievances

Appealing Grades or Other Academic Decisions

Purpose & Scope: To describe the policy and procedure for appealing a grade or other academic decision at the undergraduate level.

Definition(s): Administration: The collective group of academic and student affairs administrative officers. Arbitrary: Based on or subject to individual judgment or preference. Capricious: Governed or characterized by impulse or whim.

Policy: University decisions are based upon applicable policies, rational procedures, and sound decision-making principles. Concerning a student’s grade, it must be understood that it is not the policy of the administration to change a properly assigned grade—that is, one based upon recorded grades for quizzes, exams, assignments, projects, and other grade criteria as indicated on the course syllabus or outline. However, when a student alleges violations of sound academic grading procedures, the University administration and faculty mutually support a student appeal procedure that gives both the student and the faculty member a fair process to substantiate and/or refute those allegations.

Procedure(s): In appealing a grade, a student should first contact the faculty member who issued that grade to discuss the reason for the grade. If the student is not satisfied with the faculty member’s explanation, the student should then contact the faculty member’s department chairperson. This contact must be in writing and must be filed with the chairperson within 30 working days after the beginning of the fall or spring semester following the term in which the grade in question was given. The chairperson shall notify in writing the student and faculty member of his/her findings and decision within 15 working days of his/her receipt of the appeal from the student. If accord is not reached through the chairperson, the student may then appeal to the college dean. Such an appeal must be in writing and must be filed with the dean within 15 working days from the date of the final written determination of the chairperson. The dean shall notify in writing the student and faculty member of his/her findings and decision within 15 working days of his/her receipt of the appeal from the student. The final source of appeal is the provost. This final step should be taken only if there is no possibility for resolution at an earlier stage, and only if the student is convinced that arbitrary and/or capricious standards were applied. The appeal to the provost must be in writing and must be filed with the provost within 15 working days from the date of the final written determination of the dean. The provost shall review the matter and take action as necessary to provide equity in the situation.

In the case of other academic decisions, the student should follow the same appeal procedure insofar as possible. In matters relating to student conduct and discipline, the vice president for Student Development has authority to review student appeals. In matters relating to financial aid, review Financial Aid policies. In matters relating to teacher certification, review College of Education and Human Services policies. In matters relating to transfer credits, contact the Articulation and Transfer Office.

Reference for more information: http://www.calu.edu/academics/academic-affairs/academic-policies/
Appendix A

MSAT Program
2018-19

Policy Violation Form

Student: ___________________________ Faculty/Preceptor: ___________________________

Today’s Date: _______________ Date of Infraction: _______________ Site: _______________

Description of Infraction:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Faculty/Preceptor Signature

[Signature]

Please return this form to:

Shelly DiCesaro, PhD, AT
Clinical Coordinator
Convocation Center 121
724.938.3831
dicesaro@calu.edu

To Be Completed by PD or CEC:

Action Taken:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

[Signature]

Date

Student Signature

Date

PD or CC Signature

[Signature]

Date

This form will remain in the student’s permanent file
Appendix B

Master of Science in Athletic Training Program
Technical Standards for Admission

The Athletic Training Program at California University of Pennsylvania 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 Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills and competencies of an entry level athletic trainer, as well as meet the expectations of the program’s accrediting agency (Commission on Accreditation of Athletic Training Education Programs [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program’s technical standards does not guarantee a student’s eligibility for the Board of Certification (BOC) examination.

Candidates for admission to the Athletic Training Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during assessment and treatment of patients. Examples include but are not limited to: sufficient strength to perform manual muscle tests, operate goniometers and isokinetic testing devices, utilize electrical and mechanical devices in the treatment of injuries, and transport injured persons.
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to record the physical examination results and a treatment plan clearly and accurately typically in handwritten or typed format.
5. the capacity to maintain composure and continue to function well during periods of high stress, including but not limited to providing health care during adverse weather conditions and emergencies.
6. the perseverance, diligence, and commitment to complete the athletic training education program as outlined and sequenced.
7. the flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.
Candidates for selection to the athletic training program are required to verify they understand and meet these technical standards or they believe that, with reasonable accommodations, they can meet the standards.

A student who intends to self-identify as a student with a disability to request reasonable accommodations that will not alter the fundamental nature of the coursework/program must present current and appropriate documentation to the Office for Students with Disabilities (OSD). The OSD will review a student’s documentation and confirm that the documentation identifies the student as a student with a disability under applicable laws. The OSD reserves the right to request additional documentation.

It is the responsibility of the student to request reasonable accommodations through OSD and to adhere to appropriate OSD procedures. If a student states he/she can meet the technical standards with accommodations, then when the student requests accommodations, OSD will review whether the requested accommodations are reasonable accommodations. A review of the requested accommodations will take into account whether the requested accommodation would jeopardize clinician/patient safety or would fundamentally alter the nature of the program to include but not be limited to: all coursework, clinical experiences and internships deemed essential to fulfilling the graduation requirements of the program. The decision regarding appropriate and reasonable accommodations rests with the OSD.

**Student**

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<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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Appendix C

Athletic Training Student

Hepatitis B Waiver

I ____________________________ am aware that I could be exposed to bloodborne pathogens while completing my clinical education experiences as an athletic training student at California University of Pennsylvania. I have read and completely understand OSHA guidelines regarding universal precautions for bloodborne pathogens.

The health center on campus offers the Hepatitis B vaccination series. These are highly recommended. These shots (series of 3) are available to you at cost.

Student

_______________________________________
Print Name

_______________________________________
Signature

_______________________________________
Date
Appendix D

ACADEMIC INTEGRITY (CHEATING AND PLAGIARISM)

A. Purpose & Scope:
This policy is to insure that students understand the importance of moral responsibility, honesty, and personal integrity in the learning process.

B. Definition(s):
The purpose of a university is to provide a quality educational experience for its students. Students are expected to embrace academic integrity: to do their own work in seeking intellectual truth.

C. Policy:
The University “…fully embraces academic integrity, and therefore does not tolerate cheating, academic impersonation, plagiarism, improper research practices, or dishonesty in publication. Violations of academic integrity will not be ignored and will become part of the student's permanent academic record at the University,” (From “Academic Integrity” August 28, 1998.)

D. Procedure(s): August 28, 1998
I. An instructor who believes a student has violated academic integrity has an obligation to meet with the student to discuss the charge before assigning a penalty. If the instructor decides the situation warrants no penalty, the matter is concluded. If after talking with the student the instructor believes academic integrity has been violated and assigns a penalty to the student, the instructor must prepare a written record. Charges of violating academic integrity will be handled in this manner;
   A. The instructor will meet with the student to discuss the charge and will prepare a written record (on the Academic Integrity form) of the meeting to be read and signed by the student and the instructor. The instructor keeps a copy, the student keeps a copy, and the instructor sends a copy to Academic Records (or to the Graduate School) to be placed in the student’s permanent file. (The student’s signature indicates merely that the student has read the record and has received a copy.)

   B. If the meeting with the instructor is unsatisfactory to the student, the student may appeal to the department chair within 10 working days. The department chair will then hold a meeting with both the student and the instructor present and will also prepare a written record (on the Academic Integrity form) of the meeting to be read and signed by the student, the instructor, and the chair. Each keeps a copy and the chair sends a copy to Academic Records (or to the Graduate School) to be placed in the student’s permanent file. (The student’s signature and the instructor’s signature indicate merely that each has read the record and has received a copy.)

   C. If the meeting with the department chair is unsatisfactory to the student, the student may appeal within 10 working days to the Dean of the college in which the course is taught. The Dean will then hold a meeting with both the student and instructor present. The Dean will also prepare a written record (on the Academic Integrity form) of the meeting to be read and signed by the student, the instructor, the chair, and the Dean. (In the case of a graduate course, the undergraduate Dean and the graduate Dean will be involved, and the graduate Dean will prepare the written record.) Each keeps a copy, and the Dean sends a copy to Academic Records (or the Graduate School) to be placed in the student’s permanent file. (The signatures of the student, of the instructor, and of the chair indicate merely that each has read the record and has received a copy.) If the student decides to pursue the Academic Integrity appeals process to the Dean, he/she forfeits the right to drop the course.
D. If the appeal to the Dean is unsatisfactory to the student, the student may appeal to the Academic Integrity Committee. Forms for this appeal may be obtained from the Dean's Office and must be filed within 30 days of the meeting with the Dean. The Dean will forward the form to the Chair of the Academic Integrity Committee, who will arrange a hearing within twenty-one (21) working days.

E. When the Chair of the committee receives the appeal form from the Dean, he/she will immediately 1) contact the student to arrange for a hearing; 2) contact Academic Records (or the Graduate School) for copies of the records of the preceding meetings; and 3) send copies of these records to all committee members.

II. Academic Integrity Committee

A. Purpose and Function - The purpose of the Academic Integrity Committee is to oversee and implement the academic integrity policy. Specifically, the committee serves as the final level in the appeal process and will render a recommendation to the Provost regarding such academic integrity matters.

B. Membership - The Academic Integrity Committee will consist of one (1) full-time tenured faculty member from each undergraduate college and one (1) full-time tenured faculty member from the Graduate School; one (1) full-time student in good standing from each undergraduate college, one (1) student in good standing from the Graduate School; and one (1) representative from the Provost's Office, who will serve as Chair. One alternate for each of the above members will be selected according to the same criteria. Alternates are expected to attend all hearings.

   1. Faculty members (and alternates) will be selected by the Dean through the appropriate College Council. The Provost will select his/her representative.

   2. Appointment to the Committee will be for a period of two years, and members may be re-appointed. In order to create staggered terms, half of the initial appointments will be for one year.

   3. Members are expected to attend all hearings and to do whatever work is necessary for a hearing. A member may have two (2) absences in any semester before being dismissed from the Committee and replaced by the appropriate alternate. No member may participate in a final vote unless he/she has attended all hearings of the case.

C. Procedures for Hearings

   1. At the beginning of a hearing, the Chair will introduce those present and see that arrangements have been made for keeping an accurate record of the proceedings. If the student fails to appear and does not submit an acceptable excuse to the Chair within 48 hours of the hearing, the student forfeits the opportunity for a hearing, and the professor's initial recommendation will stand. If the professor fails to appear and does not contact the Chair within 48 hours of the hearing with an acceptable excuse, the professor will forfeit the opportunity for a hearing, the case will be dismissed, and the professor's penalty eliminated.

   2. The faculty member will then present his/her case to the Committee. Next, the student presents his/her case. Either party may have witnesses available. These witnesses will remain outside the hearing room until their testimony is called for.

   3. Committee members may question either party or any witness.
4. When the Chair determines that both faculty member and student have presented their cases fully, and when the Committee members have completed their questioning, the Chair will dismiss all those present except for the Committee members who will begin their deliberations.

5. The Committee’s decision will be determined by a majority vote of those present. The standard shall be that of a preponderance of the evidence.

6. Within ten (10) working days, the Chair will submit the Committee’s decision and recommendation to the Provost, to the student, and to Academic Records (or to the Graduate School) to be filed in the student’s permanent record.

7. Within twenty (20) working days, the Provost will inform the student and the Committee of his or her decision whether or not to uphold the Committee’s recommendation. The Provost is free to exercise his or her discretion. The Provost will also send a copy to Academic Records (or to the Graduate School) to be placed in the student’s permanent record.

8. If the student is found innocent of the charge of violating academic integrity, the Provost’s Office will see that all paperwork relating to the charge is removed from the student’s permanent record.

D. If a student is found to have violated academic integrity, sanctions will be applied. If the professor has clearly indicated penalties for violations on a syllabus distributed at the beginning of the course, those penalties will apply, and may include penalties (a) through (d) from the list below. If the professor has not specified any penalties in the syllabus or in other appropriate circumstances where required, the Provost, upon recommendation of the Academic Integrity Committee, will determine which sanction to apply from the list below.

E. List of Sanctions - Any of the following may be applied:
   a. written disciplinary reprimand
   b. a make-up assignment or examination
   c. lower grade or failure on the assignment or exam
   d. failure in the course
   e. suspension from the University for a defined period
   f. notation on transcript
   g. withholding or rescinding a California University of Pennsylvania degree, diploma, or certificate
   h. retroactive failure of the course with a transcript notation of the reason for the grade change

(The above sanctions are adapted with permission from the “Senate Policy on Academic Honesty” August 1995, of York University)

The entire University Policy can be found on the Cal U website: keywords search “academic dishonesty policy”
Appendix E

Request for Leave of Absence

This form is intended for EXCUSED ABSENCES ONLY from your clinical assignment.

Complete information in blank spaces provided. Then print form and submit to your preceptor and then to the Clinical Coordinator AT LEAST one week prior to dates requesting off for approval.

Athletic Training Student:

Name: 

Today's Date: 

Date(s) Requesting Off: 

Reason for Request: 

Preceptor:

☐ Approved  ☐ Denied

Notes:

Signature: _______________________  Date: __________

Clinical Coordinator:

☐ Approved  ☐ Denied

Notes:

Signature: _______________________  Date: __________

This form will remain in the student's permanent file
OCCUPATIONAL SAFETY

BLOODBORNE PATHOGENS

Exposure to Bloodborne Pathogens (BBP) such as the Hepatitis B Virus (HBV) or HIV (Human Immunodeficiency Virus, which causes AIDS) can be fatal. These pathogens and others may be present in body fluids or secretions such as blood, saliva, semen and vaginal secretions, clinical specimens/cultures, urine, and rarely vomit and feces. Typically, the risk of exposure to bloodborne pathogens in the typical California University of PA setting is relatively low. However, there is a potential for exposure whenever and wherever there is contact with body fluids. Treat all blood and body fluid (regardless of the person it may be from) as though it were potentially infected. The following are some examples of your potential contact:

- Administering first aid or CPR.
- Assisting sick or injured people who are bleeding, coughing-up blood or vomiting.
- Needle prick (e.g., while handling trash; administering medical assistance; drawing blood; or even moving furniture). Note- Seek medical advice after reporting the incident.
- Laboratory work involving unfixed tissue or organ from a human, or contact with HIV/ HBV-containing culture medium/solution, blood, tissue or organ.
- Cuts by sharp contaminated objects.
- Performing clean-up or custodial tasks.
- Handling items contaminated with blood or other bodily fluids.*

*If you encounter a housekeeping situation with a high potential for exposure, do not handle the contaminated items. Secure the area and contact your supervisor or the Office of Environmental Health and Safety from a campus phone. Special procedures are used for decontamination and disposal. Only trained staff should conduct these tasks.

Basic safety procedures consist of minimizing potential contact with body fluids and protecting exposure routes to your body by wearing personal protective equipment. Basic
protection may consist of the following - depending on the type of exposure anticipated and the nature of the work being conducted:

- latex gloves or other non-permeable (liquid-proof) glove
- safety glasses with side shields or goggles
- puncture-resistant gloves
- microshield (a uni-directional shield used when administering CPR)
- medical face mask
- leak proof apron

When handling potentially contaminated media, avoid touching your face (nose, eyes and mouth). Practice good sanitation. Wash hands thoroughly with non-abrasive soap before eating, applying cosmetics, smoking, or handling contact lenses. Disinfect contaminated surfaces and items with a solution of 10 parts water to one part bleach.

Sample Exposure Routes/Pathways:

- Mucus membranes (eyes, mouth, nose) or dermal
  - Breaks, nicks, or cuts in the skin & unhealed injuries
  - Excessively dry cracked skin or cuticles
  - Open skin or mouth sores
  - Acne
  - Dermatitis

Other Potential Forms of Exposure:

- Sexual contact
- Ingestion of contaminated media/fluids

CPR or First Aid

If you plan to administer First Aid or CPR in your area, it is important that you have an adequate first aid kit. The kit should include latex gloves, safety glasses with side shields or goggles, and mouth shields (microshields - unidirectional barrier for administering CPR). If you are not trained in first aid, make as little contact as possible with the injured.

Post Exposure

Immediately following contact wash affected areas (hands, arms, face) with non-abrasive soap. Contact with mucus membranes (eyes, nose or mouth) should be thoroughly rinsed (use eyewash station for eyes if available - rinse for at least 15 minutes with tepid water).
Put any items (such as gloves or clothes) that have blood or body fluids on them in a sealed plastic bag and mark it bio-hazard or use pre-labeled biohazard bags/containers. [call EHS 4411 for proper disposal procedures]

If you believe you have had a high risk exposure to BBP during work, it is essential that you report the potential exposure to your supervisor and EHS immediately and seek medical advice. Students should contact the Student Health Center for advice and medical attention. Always consult your doctor or the Student Health Center for advice after any potential exposure.

Pre-Exposure

Pre-exposure vaccines are available for Hepatitis-B. Consult the Student Health Center or your employer for additional information. No preventative vaccine currently exists for HIV (AIDS virus).

Remember

HBV and HIV are not spread through normal contact. These are not airborne pathogens like cold or flu viruses. In normal situations, you can work safely with people infected with HIV.

You can get additional information at the following sites:

- Bloodborne Pathogen Standard - OSHA
- Bloodborne Pathogens Information - OSHA
- Needlestick Injuries - OSHA
- BBP Precautions for Emergency Responders - OSHA (PDF format)
- CDC Viral Hepatitis site
- CDC HIV/AIDS site

Try these links to on-line training at other institutions:

- Bloodborne Pathogens Training (Florida State University): click on-line training button
Bloodborne Pathogens Training (University of Nebraska-Lincoln)

Bloodborne Pathogens Refresher Training (Michigan State University)

Contact the Environmental Health & Safety Department to set up training or for additional information on BBP