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INTRODUCTION

This handbook provides useful information about matters of special interest to students enrolled in the Athletic Training Program. The information contained in this handbook, explains the Athletic Training Program policies, standards of achievement, and other pertinent information. It is the responsibility of each student to become familiar with the policies appropriate to the University of Central Florida as a whole.

MISSION STATEMENT

The mission of the Athletic Training Program is to prepare students to be confident and proficient athletic trainers by providing comprehensive education in the foundational behaviors of professional practice, the 8 competency content areas, and the clinical integration proficiencies set forth by the 5th Edition of the Athletic Training Education Competencies. These include evidence-based practice, prevention and health promotion, clinical examination and diagnosis, acute care of injury and illness, therapeutic interventions, psychosocial strategies and referral, healthcare administration, and professional development and responsibility. The Program faculty believes in providing students with enriching educational experiences which foster personal growth, communication skills, critical thinking skills, and professional ethics.

DIRECTORY OF FACULTY

Kristen Couper Schellhase, EdD, ATC, LAT, CSCS
Department Chair – Department of Health Professions
Program Director / Instructor
Room: HPA 1 #121; Office Phone: (407) 823-3463; Kristen.schellhase@ucf.edu
Kristen C. Schellhase is the Interim Department Chair for the Department of Health Professions, and the Program Director/instructor for the Athletic Training Program at the University of Central Florida. Prior to becoming the Program Director, she was an Associate Athletic Trainer at UCF working with the Softball, and Track and Field Teams since 1999. She has been an instructor with the Program since 2000. Dr. Schellhase has a Doctorate in Curriculum and Instruction from UCF, a Master of Education in Athletic Training from the University of Virginia, and an undergraduate degree in Exercise Science/Athletic Training from The Pennsylvania State University.

Before coming to UCF, Dr. Schellhase was the Assistant Athletic Trainer at Coastal Carolina University working with 18 Division 1 sports teams. While there, she earned her certification by the National Strength and Conditioning Association (NSCA), supervised the student athletic trainer internship program, and student athletic trainers’ organization.

Dr. Schellhase teaches several courses in the Program, including Clinical Skills for Athletic Trainers, Therapeutic Modalities in Athletic Training, Organization and Administration of Athletic Training, Applied Fitness in Sport, Case Studies in Sports Medicine and Senior Seminar. She is also the primary advisor to the Program students, and a former advisor of the Student Athletic Training Organization (SATO).
Dr. Schellhase served as the athletic trainer to the U-21 Women’s Basketball National Team, traveling to France and Moscow for the World Championships. In addition, Dr. Schellhase was a 2007 recipient of the NACADA Outstanding New Faculty Advisor Award, the 2005 College and University Athletic Trainer of the Year Award and a 2012 NACADA Outstanding Advising Certificate of Merit Winner - Faculty Academic Advising Category.

Dr. Schellhase, her husband Rich, the Camp Director for YMCA Camp Wewa, son Adam, and daughter Elizabeth reside in Apopka, FL.

Jennifer Plant, MS Ed, ATC, LAT, CSCS  
Clinical Education Coordinator / Instructor  
Room: HPA 1 #122; Office Phone: (407) 823-5232; Jennifer.plant@ucf.edu

Jennifer Plant is the Clinical Education Coordinator and an Instructor for the Athletic Training Program at the University of Central Florida. Ms. Plant attended Mississippi State University on a tennis scholarship, then received her Bachelor’s degree from Barry University and Masters in Education and Athletic Training from Old Dominion University. She is currently pursuing a doctorate in Curriculum and Instruction through the College of Education at UCF. She is also a Certified Strength and Conditioning Specialist through the National Strength and Conditioning Association. Ms. Plant teaches several courses in the Program, including Introduction to Athletic Training, Recognition and Evaluation of Athletic Injuries I and II, Biomechanics of Sport, Physiologic and Metabolic Basis of Human Movement, Therapeutic Rehabilitation in Athletic Training and coordinates all four of the Practicum courses in the program. Ms. Plant is currently serving as the advisor to the Student Athletic Training Organization (SATO).

Ms. Plant previously worked in the capacity of an industrial athletic trainer, overseeing the medical care of distribution center employees. Prior to that, she served as the Clinical Education Coordinator and Instructor with the Athletic Training Education Program at Charleston Southern University. While at CSU, Ms. Plant also provided athletic training services for the women’s volleyball team and men’s and women’s cross country and indoor/outdoor track and field teams and acted as the liaison between the Athletic Department and Athletic Training Program.

Ms. Plant has also worked in the clinic and high school settings and served as the athletic trainer for the National Junior and National Adult Clay Court Tennis Championships in Fort Lauderdale.

Lisa Grant DPT, SCS, ATC, LAT, CSCS, CKTP  
UCF Adjunct Instructor / Staff Physical Therapist/Athletic Trainer for Florida Hospital Deland & Ability Rehabilitation

Lisa Grant teaches Advanced Rehabilitation in Athletic Training and several Athletic Training courses for non-Athletic Training majors. Dr. Grant graduated with her Bachelor’s degree in Health Sciences-Athletic Training and her Master’s Degree in Physical Therapy from the University of Central Florida and earned her Doctorate of
Physical Therapy from Northeastern University. She is a Certified Strength and Conditioning Specialist (CSCS) through the National Strength and Conditioning Association; a Certified Kinesio Taping Practitioner through the Kinesio Taping Association International; and a Board Certified Sports Clinical Specialist through the American Physical Therapy Association. She is one of 27 Physical Therapists in the state of Florida with Board Certification in that area!

Dr. Grant currently works in an outpatient physical therapy practice based on the campus of Stetson University. Her clinical interests include shoulder and knee rehabilitation. Over her career she has had the opportunity to work with a variety of athletes including major league baseball players and national level cyclists and rowers. Dr. Grant currently resides in Orlando and is proud to be a two time UCF graduate.

Stephanie Lennon, MS, ATC, LAT
UCF Adjunct Instructor / Oak Ridge High School Head Athletic Trainer
Stephanie Lennon teaches Principles of Athletic Training and is a preceptor for the Athletic Training Program. Ms. Lennon received her bachelor’s degree from the University of Florida and a Master’s of Science in Health Education from Troy State University. She has been the Head Athletic Trainer at Oak Ridge High School since 1989. Prior to Oak Ridge, Ms. Lennon worked as an athletic trainer at Lake Brantley High School, was the Head Women’s Athletic Trainer at Troy State University and was the Assistant Athletic Trainer for the Orlando Predators Arena Football Team.

Ms. Lennon has a wealth of professional leadership experience and teaching experience. She is a former President of the Athletic Trainers’ Association of Florida and she has served on many committees at the state, district and national level. Ms. Lennon has been a teacher for twenty years and is a National Board Certified Teacher.

Ms. Lennon has received numerous awards, including the NATA’s “Most Distinguished Athletic Trainer Award”, the NATA’s “Athletic Trainer Service Award”, the SEATA “High School Athletic Trainer of the Year Award”, the ATAF “High School Athletic Trainer of the Year Award”, the ATAF “Backbone Award” and was inducted into the Coalitions of Americans’ to Protect Sports Hall of Fame. She teaches the Principles of Athletic Training course.

MEDICAL DIRECTOR

Dr. Douglas Meuser, MD, the Medical Director for the Athletic Training Program, acts as a resource to the Program Director, Clinical Education Coordinator and students. Dr. Meuser is board certified in Family Medicine and possesses the American Board of Family Medicine Certificate of Added Qualification- Sports Medicine. He is licensed in the State of Florida (ME 49531). Dr. Meuser is a physician at UCF Health Services and serves as the Assistant Director for Clinical Services. He has been the Medical Director for the Athletic Training Program since 2004.
ADVISORY BOARD

The Athletic Training Program has an advisory board that consists of the medical director, community athletic trainers with a variety of expertise, full-time faculty, and all adjunct faculty who serve the Athletic Training Program. Advisory Board members include:

Marisa Brunet  
Tiffany Wattenbarger  
Lisa Grant  
Torrance Williams  
Gabrielle Bell  
Stephanie Lennon  
David Cassidy  
Jud Fann  
Jennifer Plant  
Kristen Schellhase  
Douglas Meuser

ACCREDITATION

The Athletic Training Program at the University of Central Florida has secured accreditation through the Commission on Accreditation of Athletic Training Education (CAATE). The accreditation began on April 29, 2002 and is valid through the 2016-2017 academic year.

INSTRUCTIONAL DESIGN

The Athletic Training Program is designed to enable students to demonstrate, in the classroom, and in clinical rotations, that they have achieved levels of comprehension, competency and proficiency expected of entry-level certified athletic trainers. The University of Central Florida is committed to the idea that professional education requires sound academic preparation that is enriched by clinical experiences.

The classroom component is divided into several areas: foundational science courses, athletic training theory and practice, and clinical science. All students are required to complete the entire curriculum in sequence. Each course identifies specific objectives to be met. The information presented in the course sequence is designed to expose students to information through multiple didactic, laboratory and clinical experiences. These courses incorporate the content required to establish the foundational behaviors of professional practice and the content set forth by the 5th Edition of the Athletic Training Educational Competencies.

The purpose of clinical education is to provide athletic training students the opportunity to develop their knowledge, skills, and attitudes in direct care of athletic injuries; to establish the foundational behaviors of professional practice; to understand the medical delivery system in a variety of settings; and to understand the legal and ethical aspects of practicing athletic training.
ADMISSIONS

The admission process into the Athletic Training Program is restricted due to class size limitations on clinical education placements. To be considered for acceptance into the Athletic Training Program students must demonstrate: 100 hours of observation of an athletic trainer; completion of all general education (GEP) course work (or AA degree from a Florida SUS institution), a minimum of a 2.75 GPA, and completion of the following pre-requisite course work:

### Admission Criteria – Prerequisite Coursework

- **BSC 2010C** General Biology I and Lab 4 hrs
- **ZOO 3733C** Human Anatomy 4 hrs
- **PCB 3703C** Human Physiology 4 hrs
- **HUN 2002** Modern Concepts of Nutrition 3 hrs
- **STA 2023** Statistical Methods I 3 hrs
- **PSY 2012** General Psychology 3 hrs

### Co-requisite Coursework

- **PHY 2053C** Col. Physics I (algebra based) or 4 hrs
- **PHY 2048&L** Physics for Scientists I (calculus based)

All pre-requisite and co-requisite courses must have a minimum of a “C” (2.0) grade.

* For the most complete, up-to-date degree and program requirements, see the official UCF undergraduate catalog at [www.ucf.edu/catalog/current/](http://www.ucf.edu/catalog/current/). The information contained in this Handbook should not be used as a replacement for the Undergraduate Catalog.

### Admission Criteria – Hours of Observation

Students are required to complete a minimum of 100 documented clock hours working, volunteering, or shadowing with a certified athletic trainer. These hours can be completed in a variety of settings. However, at least 50 hours must be completed in a high school, college, or professional setting. Students are responsible for making arrangements for the completion of the hours requirement on their own.

Students should complete training in blood-borne pathogens prior to doing observation with an athletic trainer. Students observing at the UCF Athletics Association will receive training when they attend orientation at that site. Other organizations may have their own separate training as well. The American Red Cross and the American Heart Association both offer face to face and online courses. Either is acceptable. Only one training is necessary to meet the requirement. The course must be acceptable for OSHA’s Blood-borne Pathogens standard. Students should retain proof of course completion for the admissions committee.
Admissions - Process
If it is the intention of the student to enter the professional phase of the Athletic Training Program the student should contact the Program Director for advising and begin the process by filling out an application (found online). The application includes basic information regarding successful completion of prerequisites, completion of the required observation hours, and current GPA. The application also includes pertinent information regarding the technical standards, a physical examination, a hepatitis B vaccination waiver, criminal background information, and an essay describing why the student has selected the profession of Athletic Training. The process of acceptance also includes an interview with the admissions committee. The scoring of the interview includes, but is not limited to, professional appearance, general aptitude, interpersonal skills, attitude toward the profession, knowledge, and experience regarding the profession of athletic training. Scores are tabulated and the candidates are notified of status as accepted, awaiting a decision, or denied. Students who have not gained acceptance into the University of Central Florida for the Summer B session will not be accepted into the Program.

Admissions – Letter of Interest
Students must submit a letter of interest when applying for admission into the Athletic Training Program. This letter should include, but is not limited to the following; explanation of why the student is interested in the profession; a demonstration of understanding of the profession; and the ability to communicate their ideas and goals effectively in a written format (using accepted standards of grammar and structure).

Admissions – Technical Standards
The Athletic Training Program at The University of Central Florida is a rigorous and intense program that places specific requirements and demands on students. 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, or CAATE).

The following abilities and expectations must be met by all students admitted to the Athletic Training Program:

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 from the norm;
2. Sufficient postural and neuromuscular control, sensory function, and coordination to: perform appropriate physical examinations, using accepted techniques, as well as accurately, safely, and efficiently use
equipment and materials during the assessment and treatment of patients;
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds. This includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. The ability to read and record the physical examination results and treatment plan clearly and accurately;
5. The capacity to maintain composure and continue to function well during periods of high stress;
6. The perseverance, diligence and commitment to complete the Athletic Training Education Program as outlined and sequenced;
7. The flexibility and the ability to adjust to changing situations and uncertainty in clinical situations; and
8. The effective skills, appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Program will be required to verify that they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet these standards. The student will be evaluated first with regard to their academic potential and using the same scoring system as all applicants. To promote fairness and equality, the program seeks to identify a suitable candidate before discussing anyone’s disability status. Once a determination is made that a candidate is suitable, discussions will begin regarding whether the Athletic Training Program can make reasonable accommodations.

The University of Central Florida’s Student Disability Services will evaluate a student who states he/she could meet the Program’s technical standards with accommodation(s) and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states that he/she can meet the technical standards with accommodation(s), then the University Student Disability Services will determine whether it agrees; this includes a review of whether the accommodation(s) requested are reasonable, taking into account whether accommodation would jeopardize clinician-patient safety, or the educational process of the student, including all coursework, clinical experiences, and internships deemed essential to graduation.

Compliance with the Program’s technical standards does not guarantee a student’s eligibility for the BOC certification exam. Students with a concern, should contact the BOC for the specific technical standards needed to take the certification examination (bocatc.org).
Admissions – Diversity Statement
The Athletic Training Program supports the Equal Opportunity and Affirmative Action Programs of the University of Central Florida in both student selection and faculty recruitment. You can view UCF’s official policy at [http://eeo.ucf.edu/pp.html](http://eeo.ucf.edu/pp.html).

ACADEMIC ADVISING

Upon enrollment in the Athletic Training Program, each student will be assigned a faculty advisor with a primary appointment in the department. The advisor will provide insight as to additional coursework, clinical affiliation placement and special needs that may arise throughout the six-semester program. The students are encouraged to meet with his/her academic advisor at least once during each semester. Students may also seek advisement from Undergraduate Student Services located in HPA II 115, phone 823-0010.

Students are required to discuss and inform their Athletic Training Program advisor for matters within and outside of the Program requirements. Decisions made regarding outside courses may result in delays in graduation and ability to sit for the BOC Examination.

Course Requirements
The Athletic Training Program has established standards for retention, and graduation in accordance with its mission and philosophy. Each required course must have a grade of “C” (2.0) or better. Each student has the responsibility to consult the UCF Undergraduate Course Catalog for a more thorough outline of general education requirements, electives, and prerequisites. The sequence of courses in the professional phase is as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATR 4014C</td>
<td>Introduction to Athletic Training</td>
<td>3 hrs</td>
<td>Summer B</td>
</tr>
<tr>
<td>ATR 3102</td>
<td>Principles of Athletic Training</td>
<td>3 hrs</td>
<td>Summer B</td>
</tr>
<tr>
<td>ATR 3012C</td>
<td>Clinical Skills for Athletic Trainers I</td>
<td>2 hrs</td>
<td>Fall</td>
</tr>
<tr>
<td>ATR 3812L</td>
<td>Practicum in Athletic Training I</td>
<td>4 hrs</td>
<td>Fall</td>
</tr>
<tr>
<td>HSC 3147</td>
<td>Introduction to Pharmacology</td>
<td>3 hrs</td>
<td>Fall</td>
</tr>
<tr>
<td>ATR 3212C</td>
<td>Recognition and Evaluation of Athletic Injuries I</td>
<td>3 hrs</td>
<td>Fall</td>
</tr>
<tr>
<td>PET 4315C</td>
<td>Biomechanics of Sport</td>
<td>3 hrs</td>
<td>Spring</td>
</tr>
<tr>
<td>ATR 3822L</td>
<td>Practicum in Athletic Training II</td>
<td>4 hrs</td>
<td>Spring</td>
</tr>
<tr>
<td>ATR 4213C</td>
<td>Recognition and Evaluation of Athletic Injuries II</td>
<td>3 hrs</td>
<td>Spring</td>
</tr>
<tr>
<td>ATR 3013C</td>
<td>Clinical Skills for Athletic Training II</td>
<td>2 hrs</td>
<td>Spring</td>
</tr>
<tr>
<td>ATR 4313C</td>
<td>Therapeutic Exercise in Athletic Training</td>
<td>4 hrs</td>
<td>Summer C</td>
</tr>
<tr>
<td>ATR 4302C</td>
<td>Therapeutic Modalities in Athletic Training</td>
<td>4 hrs</td>
<td>Summer C</td>
</tr>
<tr>
<td>ATR 4512C</td>
<td>Organization and Administration of Athletic</td>
<td>3 hrs</td>
<td>Fall</td>
</tr>
<tr>
<td>PET 3510C</td>
<td>Physiologic &amp; Metabolic Basis of Human Movement &amp; Performance</td>
<td>3 hrs</td>
<td>Fall</td>
</tr>
<tr>
<td>ATR 4315C</td>
<td>Advanced Rehabilitation in Athletic Training</td>
<td>3 hrs</td>
<td>Fall</td>
</tr>
<tr>
<td>ATR 4832L</td>
<td>Practicum in Athletic Training III</td>
<td>4 hrs</td>
<td>Fall</td>
</tr>
<tr>
<td>PET 4606</td>
<td>Applied Fitness in Sport</td>
<td>3 hrs</td>
<td>Spring</td>
</tr>
<tr>
<td>ATR 4842L</td>
<td>Practicum in Athletic Training IV</td>
<td>4 hrs</td>
<td>Spring</td>
</tr>
<tr>
<td>ATR 4103</td>
<td>Sports Medicine Field Application</td>
<td>3 hrs</td>
<td>Spring</td>
</tr>
<tr>
<td>ATR 4933</td>
<td>Athletic Training Seminar</td>
<td>1 hr</td>
<td>Spring</td>
</tr>
</tbody>
</table>
Students may need additional credits to meet the 120 hour graduation requirement. Students should select from upper level courses. Suggested courses relate to health, athletics, science, business, education, administration, psychology and graduate school pre-requisites. Students can obtain a list of suggested courses from their Athletic Training Program advisor.

**University Minimum Graduation Requirements**
Students should review their audit frequently for accuracy and consult the advisors in Undergraduate Student Services office located in HPA II 115 (phone 823-0010) for information on minimum graduation requirements.

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**ASSESSMENT**

The students in the Athletic Training Program are evaluated in the didactic and clinical portions of the curriculum.

All courses in the Athletic Training Program follow the following grade scale:

- **A** 93-100
- **A-** 90-92
- **B+** 87-89
- **B** 83-86
- **B-** 80-82
- **C+** 77-79
- **C** 73-76
- **D** 65-72
- **F** < 65

**Assessment – Classroom Courses**
In each course where there is a laboratory section, students are tested in the didactic areas and in the laboratory areas within the same time sequence. Student evaluations include, but are not limited to, written examinations, case studies, research papers, oral practical evaluations, and presentations. Cumulative written and practical final examinations may be given at the conclusion of each course. Students are provided with final grades following each of the six (6) semesters.

**Assessment – Practicum Courses**
Students participating in the Practicum courses are graded in several areas, including but not limited to, completion of the competency matrix, preceptor/team leader assessment, completion of required hours, and examinations. Many of these examinations are comprehensive and include content from all prior
semesters. A detailed description of each component is found in the course syllabus.

The competency matrix consists of knowledge and skills contained under the 5th Edition of the Athletic Training Educational Competencies. The matrix components are signed by a preceptor throughout the semester. The skills evaluated relate to material that was taught in the previous semester. Each skill is discussed in class, reinforced in the clinical setting, reinforced with peer-evaluation, and then assessed by a preceptor. At the preceptor or Clinical Education Coordinator’s discretion, the competencies can be split into sections, to be turned in on specific dates. Competencies that have not been completed by their due date cannot be made up for a grade. Competencies from a previous practicum cannot be made up in a subsequent practicum. Although students cannot make up a competency grade, they are required to complete these competencies as a requirement for gaining candidacy to sit for the BOC Examination. The Program Director will not endorse any student who fails to complete the matrix requirements.

There is a formal assessment of each student at the midpoint of each clinical affiliation. The preceptor completes the evaluation, and discusses the outcome of this evaluation with their student. The preceptor makes recommendations for improvement. A copy is sent to the Program Director and/or Clinical Education Coordinator, and the evaluation is placed in the students’ file. The final preceptor evaluation, which takes place at end of the semester, will determine part of the final practicum grade. If a student has been monitored by several preceptors throughout the semester, the preceptor team leader will combine each evaluation into one final evaluation.

Example criteria by which a student may be evaluated are:
1. Adherence to the rules and regulations stipulated by the University of Central Florida and the Athletic Training Program;
2. Consideration of fellow students, faculty, athletes, and other individuals;
3. Initiative;
4. Professionalism;
5. Promptness;
6. Responsibility for assignments, and attendance;
7. Acknowledgement of personal limitations;
8. Motivation to expand his/her knowledge of athletic training;
9. Demonstration of honesty and veracity;
10. Acceptance of constructive criticism;
11. Compliance with the NATA Code of Ethics, and
12. Exhibition of interest in the profession of athletic training.

If a problem arises, during the mid-semester evaluation or the end of semester evaluation, the Program Director and/or Clinical Education Coordinator may request a formal meeting with the preceptor and the student. If a formal meeting
is required, the Program Director and/or Clinical Education Coordinator will take
meeting notes, and these notes will become a permanent part of the student's
file.

Hours will be assessed to determine the student’s participation during the clinical
assignment. Students are expected to participate in their clinical rotations for 16-
22 hours/week and have at least one day a week which is free of practicum
obligations. The actual hour requirement is determined by the clinical education
site and is based on availability of the preceptor, schedule of the clinical
education site and learning experience provided by that site. The hour
requirement should not be largely based on a student's outside activities or other
employment, though a preceptor can use discretion when accommodating
student requests. Students who average less than the 16 required hours/week
will be deemed as not participating fully in the practicum assignment. Students
who do not participate fully in their practicum assignment will not receive partial
credit, and will fail that portion of the practicum grade. Students who complete
more than 22 hours will not receive a higher grade. However, a preceptor may
reflect the students extra effort in their evaluation and/or recommendation.

Students are expected to maintain weekly hours throughout the entire
semester even if their overall hour requirement has been fulfilled prior to
the end of the semester. Any extended and unexplained absence from a
practicum rotation is grounds for probationary action.

A cumulative final practical evaluation is used to evaluate all of the competencies
assigned during that semester, and may include any content that was evaluated
in a previous semester. The final practical examination for each practicum
course is based upon retaining the knowledge gained through all four practicum
courses. This is done to evaluate the skills that are necessary to progress to the
next practicum level and, in the case of the final practicum, to become an entry
level certified athletic trainer. Students must earn a “C” (73%) or better on
this cumulative final examination. Students are allowed one re-take if they
earn less than a “C” (73%) however, the original grade will be used to
calculate the overall course grade. All students must pass the final
examination and course with a “C” (73%) or better in order to pass the
course.

Assessment – Outcomes
The Athletic Training Program participates in continuous quality improvement.
This process requires that we assess outcomes program students should display
at graduation and demonstrate that we meet those outcomes. Each graduate
must demonstrate these outcomes in order to graduate. Some outcomes
establish proficiency in each of the content areas delineated by the Athletic
Training Educational Competencies. Other outcomes relate to the BOC
examination, communication and critical thinking skills.

In some cases, items in evaluated in a course may also be specifically listed as
outcome measures. If an assignment is also an outcome measure, each student
is required to complete the assignment with a “C” (73%) or better. In some cases, one re-take is allowed, however the original grade will be used to calculate the overall course grade. Students cannot pass the course if they fail to complete an outcome with a satisfactory score.

These requirements are also delineated in the syllabus of the class in which the assignment is embedded.

In addition, students must complete the entire Competencies and Proficiencies Matrix. The matrix is divided in order to meet the requirement within the four practicum courses. Each matrix section is designed to cover the material from previous didactic courses. **Students who do not complete the assigned section of the matrix will receive a lower grade in that course, and must make up the content at a later date. Before program completion, students must complete the entire matrix.**

**DISCIPLINE**

**NATA Code of Ethics**
Students are instructed on, and expected to follow the NATA Code of Ethics. The Code of Ethics should guide the students in their actions in the classroom and during their practicum experiences. Students must make the Athletic Training Program Program Director aware of any violations of the Code of Ethics by other students, faculty or preceptors. The Code of Ethics can be found by accessing the website NATA.org.

**Foundational Behaviors of Professional Practice**
Students are instructed on, and expected to follow the Foundational Behaviors of Professional Practice. These behaviors should guide the students in their actions in the classroom and during their practicum experiences. Students must make the Athletic Training Program Program Director aware of any violations of these behaviors by other students, faculty or preceptors. These foundational behaviors are accessible through CAATE.org under the 5th Edition of the Athletic Training Educational Competencies.

**Standards of Professional Practice / Code of Professional Responsibility**
Students are instructed on, and expected to follow the Standards of Professional Practice and the Code of Professional Responsibility. These behaviors should guide the students in their actions in the classroom and during their practicum experiences. Students must make the Athletic Training Program Program Director aware of any violations of these behaviors by other students, faculty or preceptors. These foundational behaviors are accessible through BOCATC.org website.
**Probation Policy**
Probationary status in the Athletic Training Program means that the student is having difficulty (academic, professional, or ethical) within the program. A student cannot graduate from the Program while on probationary status. The University has a separate probationary policy which is different from the Athletic Training Program. It is the student's responsibility to become aware of the University policy on probation.

A student will be placed on probation by the Program Director and will be notified in writing of this event if any of the following occurs:

1. Current semester grade point average falls below 2.75, or UCF grade point average falls below a 2.75.
2. A grade below a “C” (2.0) is received in a Program required course.
3. Student has an extended and unexcused absence from Program requirements.
4. Student commits unintentional plagiarism and/or misuse of sources. (See Golden Rule, UCF’s Student Handbook)
5. Student displays inappropriate professional behavior. It shall be determined by the Program Director whether the student will be placed on probation or dismissed for inappropriate professional behavior.

Removal of Probationary Status will occur when:

1. Student receives at least a 2.75 semester grade point average in the term following the earning of probationary status, and the student’s cumulative UCF and overall GPA is above 2.75 in the Program curriculum.
2. In the case of a grade below a “C” (2.0), objectives and criteria for the repeat of the Program required course are successfully completed for a minimally satisfactory grade of “C” (2.0). Due to the sequential nature of the Program, a student who must repeat a course may not be able to rejoin the course sequence for one year.
3. Other requirements as assigned by the Program Director at the time of initial probation.

**Dismissal Policy**
Dismissal from the Athletic Training Program will be determined by the Program Director if any of the following occurs:

1. ‘F’ Grade in a Program required course.
2. A second below “C” (2.0) grade in a Program required course.
3. Two (2) below “C” (2.0) grades in a Program required courses during the same semester.
4. Cheating, this includes, but is not limited to, tests, class excuses, forgery,
and intentional plagiarizing of materials. (See Golden Rule, UCF’s Student Handbook.)

5. Any action which results in a second violation of the probation policy.

6. Unprofessional behavior as determined by the standards outlined in the Athletic Training Program Student Handbook and the NATA Code of Ethics. It shall be determined by the Program Director, in the matter of inappropriate professional behavior, whether the student will be permitted to remain in the Athletic Training Program, or be dismissed.

Dismissal from the Program does not necessarily mean dismissal from the University of Central Florida. If a University rule has been broken, appropriate discipline will be at the discretion of the University. The publication, The Golden Rule, should be consulted for a complete list and explanation of University policy. This policy can be located on the internet at www.goldenrule.sdes.ucf.edu.

Grievance Policy and Procedures
The grievance procedure is clearly outlined in the publication called The Golden Rule. This policy can be located on the internet at www.goldenrule.sdes.ucf.edu. Grievances cannot be filed when pertaining to university conduct rules, traffic and parking violations, and professional judgment of health providers.

HONORS AND AWARDS

Honors in the Major
The Honors in the Major (HIM) Program, is designed to encourage the best juniors and seniors to undertake original and independent work in their major field. Established in 1989, Honors in the Major is the oldest and most prestigious undergraduate research program at UCF. It is the only undergraduate research program on campus in which students are required to undertake original and innovative research as principal investigators. In this program, students research, write, defend and publish an original Honors thesis that serves as the capstone product of their undergraduate career. This thesis is bound and archived in the university library and is available to researchers worldwide through electronic databases. This and other information on the HIM Program can be obtained from http://www.honors.ucf.edu/HIM.asp.

The following students have received Honors in the Major:

2013
Vivian Rivera – “Examination of the Relationship Between Sport Concussion and Long Term Neurodegenerative and Psychological Disorders: A Literature Review”
Kristen Taranto – “The Pathogenesis of Eating Disorders in Gymnastics”
Outstanding Student Award
Seniors in the program are eligible for the Outstanding Student Award, a Department of Health Professions award, which is given at a ceremony prior to graduation and announced at the senior banquet. The outstanding student is chosen using various factors, including, but not limited to: GPA, SATO involvement, professional service, and university service.

The following students have received the award since 2004:

2013 Kristen Taranto
2012 Kelda Adams
2011 Eric Otero
2010 Alexa Kryglowski
2009 Carlos Gual
2008 Stephen Hajdas
2007 Myra Segarra
2006 Erin Cash
2005 Kristen Brown
2004 Jennifer Farroll

HEALTH, SAFETY, PRIVACY AND LIABILITY

Health Standards and Policies
Athletic Training Program students are required to complete a physical examination in light of the technical standards and including an immunizations review by a physician. An MD, DO, RNP, or PA-C may perform this physical examination. Physical examinations are available at no cost to the students at the University of Central Florida Health Center. Students are required to submit a physical examination during the application process.

Athletic training students are encouraged to obtain a Hepatitis B vaccine. This series of 3 doses is available through the Health Center. Athletic training students who refuse to obtain the vaccine will be asked to sign a declination form and waive any liability (see Appendix A).

All athletic training students are trained in proper procedures for blood-borne pathogens and sign a Communicable Disease and Bloodborne Pathogens Policy (see Appendix B).

Safety and Security
The University Police can be reached by dialing 911 in an emergency and ext. 3-5555 for business reasons. Students should always be concerned for their
personal safety and security. Never study or sit alone in an unsecured area. The student should keep personal effects with him/her with them at all times. If the student sees unfamiliar or suspicious persons, the student should not confront them personally, but should contact faculty or the University Police immediately.

The clinical laboratory is available throughout the day, and by appointment in the evening. At no time should any student be alone in the lab without authorization.

**Alcohol, Nicotine, and Non-Therapeutic Drug Policy**
The Golden Rule of the University of Central Florida provides clear rules regarding the use of alcohol and illegal substances. The University of Central Florida will impose sanctions upon any student in violation of any Golden Rule. In addition, any athletic training student found to be under the influence of drugs and/or alcohol while working in any athletic training capacity will be immediately removed from the clinical rotation and placed on probation. Any further action will be at the discretion of the Program Director and Clinical Education Coordinator and may include dismissal from the Program. Students, who are participating in a Practicum rotation, are required to abide by the policies of that location. Therefore, in some cases, a student athletic trainer can be tested for illegal substances in the same manner as the staff or student-athletes are, and may be subject to additional sanctions.

**Sexual Harassment**
The Athletic Training Program abides by the University of Central Florida’s Policy on sexual harassment. This policy is available online at [http://eeo.ucf.edu/pp.html](http://eeo.ucf.edu/pp.html).

Any student who feels that they have been the victim of sexual misconduct by another person associated with the University of Central Florida, or any clinical affiliation, should report the incident to the Program Director immediately so that the appropriate steps to rectify the situation can be taken.

**Social Networking**
Due to the potential for unprofessional behavior involved with some online social networks, **students and preceptors are not to communicate or accept each other as network friends.** In addition, athletic training students are not to communicate or accept high school students (minors who are/were associated with clinical assignments) as network friends. The Athletic Training Program believes that these activities can undermine the ability to maintain a constructive learning environment. This rule includes current, past, present or potential clinical instructors for as long as the student is a student.

Students may not post any information, language or photos on a social networking site that tarnish the reputation of UCF, UCFAA, the Athletic Training Program, or its faculty and/or students.
Understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online—**even if you limit access to your site**. Also, keep in mind that these websites are regularly monitored by potential employers, internship supervisors, graduate programs and scholarship committees as a way of screening applicants. Students should be very careful when using online social networking and think about not only your image today among your college peers, but who you might want to be in the future.

At no time should students violate the HIPAA or FERPA privacy rules on a social media website or otherwise (see “privacy”).

**Privacy**

Law requires the Athletic Training Program and its clinical rotation affiliations, to protect the confidentiality of health information and other confidential information pertaining to its patients and athletes according to the Health Insurance Portability and Privacy Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Any medical or other private information gained by an athletic training student must be kept confidential in accordance with professional ethics, accreditation standards and legal requirements. Details on HIPAA and what is considered protected information can be found at [http://www.hhs.gov/ocr/privacy/](http://www.hhs.gov/ocr/privacy/). Details on FERPA and what is considered protected information can be found at [http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html). The preceptor at the clinical rotation assignment will review specific privacy standards, and the student will be expected to sign a confidentiality statement. Failure to uphold these privacy standards will result in discipline by the Athletic Training Program, the University of Central Florida, and the federal government.

**Student Liability Insurance**

The Athletic Training Program subscribes to the liability insurance program provided by the State University System. Students are covered by this insurance as long as they are participating in a Athletic Training Program practicum, or laboratory experience. A student may choose to purchase additional liability insurance through a private insurance company. This is suggested for any students who plan to volunteer for any events that are not assigned by the Program, such as outside internships, the Disney Marathon, Dew Tour, and the Villages Gridiron Classic. If a student chooses to work summer camps under the direction of a certified athletic trainer, they should inquire as to whether they are covered through the camp’s liability insurance and under the direction of a physician protocol.

**Liability – Direct Supervision**

All athletic training students working at an approved clinical education site need to be under direct supervision according to the CAATE Standards. Direct supervision is defined as “constant visual and auditory interaction between the student and the preceptor”. Therefore, students cannot be assigned to cover
practices, games and/or other athletic activities without the supervision of a certified athletic trainer. Further information on these standards can be found at http://CAATE.net.

**Liability – Transportation**
Throughout the Program, it is necessary for the student to attend classes and clinical affiliations outside of the University of Central Florida’s main Orlando campus. In all cases, it is the student’s responsibility to arrange transportation, and assume the cost and time associated with travel. Example travel costs include gas, tolls, and vehicle maintenance.

Students are NOT permitted to provide patients with transportation to medical appointments. Students who choose to attend patient medical appointments by driving themselves or riding with another, do so at their own risk.

Students may be invited to travel with teams. In these cases, liability rests with the organization traveling and not with the Athletic Training Program. The program does not require travel. It is considered an extra benefit to the student and the host organization, which is extended by the practicum site.

**Liability- Equipment Safety**
All therapeutic modalities in the Athletic Training Laboratory will be calibrated on a yearly basis. All therapeutic modalities at the clinical affiliation sites will be calibrated on a yearly basis. Proof of calibration of equipment will be kept in the Athletic Training Program Program Director and Clinical Education Coordinator’s offices. Students should never use therapeutic modalities equipment unless they have been trained to do so. Actions that are potentially harmful to another person or the machine itself will not be tolerated.

**ADMINISTRATION, POLICIES, PROCEDURES, AND COMPLIANCE**

**Student Files**
The student records, pertaining to the Athletic Training Program, will be maintained and stored in a locked filing cabinet in the Program Director’s office and the Clinical Education Coordinator’s Office. Academic records will be stored in the Registrar’s Office. Records pertaining to the Program will include but are not limited to:

1. Declaration of major form
2. Transcripts/Audits
3. Program application forms
4. Interview score/results
5. Mid-term clinical review (each site)
6. Final clinical review (each site)
7. Course examinations and other athletic training coursework
8. Exit interview form
9. Any notes pertaining to clinical rotation evaluations
10. Grade information  
11. Absence documentation  
12. Health information  
13. Criminal background check/fingerprinting information  
14. Advising forms and notes  

**Expenses**  
Current expenses for tuition fees, vehicle registration, health fee, and laboratory fees are listed in the University Catalog. Other expenses specific to the Athletic Training Program include the following:

1. Books (variable)  
2. Membership to Professional Organizations  
   a) NATA ($60/yr), SEATA & ATAF are included in NATA price  
   b) Students are required to join by their senior year.  
3. Nametags – $10.50 each (only 1 is needed if never lost)  
4. Registration to conferences (optional)  
5. Certification in CPR, First Aid, and OSHA practices ($35-$50/yr)  
6. Transportation to clinical facilities (gas and tolls) (variable - but can be significant. The Program attempts to keep students local for at least one semester each year)  
7. Orange County Public Schools background and fingerprint fees ($60-80 1-2 times during Program)  
8. Student Athletic Trainers’ Organization Dues ($20-40/yr)  
9. Hepatitis B vaccine ($40 x 3 shots)  
10. Professional attire (various)  
11. Fanny pack with supplies (CPR mask, scissors, etc.) (@$35)  
12. Professional attire for clinical sites (appropriate shorts/pants, collared shirts, appropriate t-shirts) (Variable)  

**Nametags**  
The nametag with the Pegasus logo must be visible for patients and preceptors to see while students are at their clinical education sites. The name tags must contain the first and last name of the student and the words “Athletic Training Student”. See the example below.

![Nametag Example](image)

Just before the start of the fall semester, the Athletic Training Program staff will order all nametags. Please notify Kim MacLennan (kim.maclennan@ucf.edu) if you use a shortened version of your formal name or another name on a regular basis. You will receive notification when the nametags are ready for picked up.
and paid for at The Spot (located in the Washington Center across from Barnes & Noble, 407-823-2500).

Students are responsible for their own nametags. If the tag is lost or misplaced, students should notify Kim immediately so that another can be ordered. If a student would like to have an extra nametag, they can order this through Kim as well.

**Outside Employment Policy**

Outside employment is very difficult to manage with the demands and requirements of the Athletic Training Program. Program students are not allowed to use work as an excuse to miss any classroom or practicum requirements. For these reasons, outside employment of a significant nature is strongly discouraged.

Students are not allowed to be paid for working as an athletic training student. Stipends, clothing, and meal payments are acceptable.

**Sports Participation Policy**

Sports participation is very difficult to manage with the demands and requirements of the Athletic Training Program. Students who wish to enter the Athletic Training Program and remain on their sports team need to schedule an appointment with the Program Director, Clinical Education Coordinator, athletic-academic advisor, and their sport coach to determine the feasibility of such a request. In many cases, sports participation will require an adjustment of the athletic training student’s practicum schedule and will delay graduation in almost all cases.

Students are encouraged to stay active and fit in order to set a good example and promote a positive image of the profession. The Athletic Training Program students often form intramural teams. This is encouraged, however, students participate at their own risk and the teams are not affiliated with the Athletic Training Program.

**Classroom – Dress Code**

For guest lectures and student presentations: Students may be asked to dress in professional attire for selected announced guest lecturers and student presentations. In most cases professional attire means wearing a UCF collared shirt and khaki pants. No tennis shoes or sandals, no visible body piercing (except earrings) or visible tattoos.

For laboratory: Student attire must allow complete exposure of the body part being taught. Laboratory dress consists of elastic shorts of sufficient length to protect modesty, short sleeve or tee shirt, and tennis shoes. Females may be asked to attend selected laboratory sessions in a sports bra or a bathing suit top and shorts. Males may be asked to take off their shirt for selected laboratory sessions. Professional conduct will strictly be adhered to with no exceptions.
Class Attendance
Class attendance is mandatory. If a student needs to be absent from class, the student must notify the instructor prior to the start of class. The student must consult with the instructor immediately upon return. The student is responsible for arranging with the instructor make-up work and/or securing class notes from other classmates. Class attendance may be factored into a student's grade at the instructor’s discretion. A student may have excessive absences due to foreseen or unforeseen events. If a student has excessive absences in a semester, the student may be requested, at the option of the Program Director, to take a leave of absence from the program. The student would then have to wait one year and rejoin the program at the appropriate position in the curriculum. An extended and unexcused absence from any Program requirement is grounds for probationary action.

Students are expected to take all examinations at the scheduled time and place. If a student misses an examination due to illness, a note from a physician is required. An unexcused absence from an examination may not be made up.

Tardiness and Preparedness
Athletic training students are expected to be on time for all classes, laboratory sessions, exams, and practicum requirements. Punctuality reflects on the seriousness of the student and is a direct reflection on student professionalism. The athletic training student may be graded on punctuality.

Athletic training students are expected to come prepared with the materials necessary for all classes, laboratory sessions, exams, and practicum requirements.

Gross Anatomy Laboratory
At the invitation of the Physical Therapy Program, students may have the opportunity to utilize the human cadaver laboratory and its resources. There are strict guidelines that must be adhered to regarding the use of cadavers in an educational setting. These rules are designed to ensure the safety of all participants, integrity of the deceased, and enhance the learning process. These rules will be distributed at the onset of the laboratory experience and will be strongly enforced.

Clinical Education – Practicum Student Responsibilities
Before each semester, every student will be assigned a clinical affiliation destination. It is the student’s responsibility to get in contact with the supervising clinical instructor to secure the following information:

1. Start date
2. Normal athletic training room hours of operation
3. Expectations for the upcoming semester
4. Expectation of student practicum hours
5. Policies and procedures
6. Dress code  
7. Directions and important phone numbers  
8. Necessary equipment and supplies, including competency matrix  
9. Emergency action plan (EAP) procedures and locations  
10. Bloodborne pathogens policy and procedures and location of necessary supplies

It is the responsibility of the student and preceptor to review athletic training student responsibilities at the start of the practicum rotation. Students should be made aware of any rule, regulation and/or responsibility that is different from what is stated in this handbook.

Clinical Education – Practicum Attendance  
Athletic training students are expected to be in attendance at every assigned clinical site function unless the Clinical Education Coordinator and/or the preceptor excuse the student. The student will follow facility procedures for notifying the preceptor of impeding absence. All modifications of standard athletic training hours need to be approved by the Clinical Education Coordinator. Clinical site experience activities take precedence over any and all personal employment, club, intramural/recreation, and/or personal activities.

In many cases, practicum course assignments require attendance at the clinical site during times that are outside of the UCF academic calendar. In other words, most students, depending on clinical assignment, could be required to participate in a clinical assignment for several weeks before the semester officially begins, during official university breaks and holidays, weekends, early and late hours, and/or after a semester has officially concluded.

It is important to recognize that one of the strengths of the program lies in the experiences gained from real-world exposure. In addition, the preceptor dedicates a great amount of time to the education of our students, and they deserve to be assigned a reliable and responsible student who values the experience they are gaining from their placement. The program feels that a balance can be reached between creating a reasonable schedule for athletic training students and exposure to critical experience. This balance can be found using good communication between the student, the preceptor and the Clinical Education Coordinator. The three parties will work together to ensure that the schedule is reasonable for all parties and presents a learning opportunity for the student.

Assignments to practicum sites are made by the Clinical Education Coordinator well in advance. Students have ample time to plan on meeting the time requirements set by their practicum preceptor. Students entering the program should not schedule themselves to be gone from the UCF area during any school breaks until they consult with the Clinical Education Coordinator regarding their requirements.
Failure to meet the expectations set forth by the clinical assignment will result in disciplinary action by the Athletic Training Program.

Clinical Education – Practicum Dress Code
Students are expected to dress professionally at clinical rotation assignments and wear a nametag. Students are expected to adhere to the dress code standards of their assigned practicum. Some locations may have very strict regulations regarding jewelry, hair length, tattoos, and logo restrictions. Failure to abide by these codes may result in reassignment to a different practicum location. At all practicum locations, shorts should be sufficient length to protect modesty. The clinical rotation site may issue uniforms. Sneakers should be worn. Under no circumstances should the following be worn: other university clothing, clothing advertising alcohol and/or drugs, cut-offs, open-toed shoes and excessively tight/revealing clothing. Athletic training students should cover any exposed tattoos and remove any visible body piercings (other than earrings).

Clinical Education – Practicum Workload and Schedule
Students are expected to participate in their clinical rotations for 16-22 hours/week. The actual hour requirement is determined by the clinical education site and is based on availability of the preceptor, schedule of the clinical education site and learning experience provided by that site. The hour requirement should not be based on a student’s outside activities, or other employment. Students who average less than the 16 required hours/week will be deemed as not participating fully in the practicum assignment. Students who do not participate fully in their practicum assignment will not receive partial credit, and will fail that portion of the practicum grade. Students who complete more than 22 hours will not receive a higher grade. However, a preceptor may reflect the students extra effort in their evaluation. Students are expected to maintain weekly hours throughout the entire semester even if their overall hour requirement has been fulfilled prior to the end of the semester.

Preceptors are expected to schedule students during times when learning is most likely to occur. Schedules should be made 1-2 weeks in advance in anticipation of the schedule at the practicum site. Preceptors are required to limit scheduled participation to 22 hours and allow for at least one unscheduled day each (7 day) week. Students are expected to maintain communication with their preceptor and Clinical Education Coordinator to ensure that the hour requirements are met, but not exceeded. Students may participate in their practicum rotation in excess of the scheduled hours; however, it must be with the understanding that they are not required to be there. Under no circumstances will a penalty be applied to a student who does not participate in excess of scheduled hours. Under no circumstances should students be scheduled for hours that violate the Athletic Training Program policy on direct supervision.
Clinical Education – Relationships with Student-Athletes, Patients, Preceptors and/or Other Clinical Placement Staff

This policy is program specific and is based on the idea that the relationship between athletic trainers and student-athletes, coaches, patients, preceptors and/or other clinical placement staff, should be based on trust and mutual respect. Relationships like these are damaging to the learning experience and undermine the trust between patient and provider. Any athletic training student that is involved in a relationship with these kinds of individuals should be proactive in telling the Program Director or Clinical Education Coordinator. The student will be relocated to another clinical site to protect the integrity of all parties and maintain the educational environment. Students who are in relationships with these individuals and do not inform the Program will be dismissed from their clinical rotation and placed on probation within the Athletic Training Program. Further action, and possible removal from AT PROGRAM, will be at the discretion of the Clinical Education Coordinator and Program Director.

Any behavior that is not consenting will be considered a case of sexual harassment and treated as such by the Program and the University of Central Florida.

Students should refrain from discussing their personal lives with patients. This is especially important in the case of patients who are minors. It is inappropriate to discuss mature subject matter of a personal nature with high school students.

Clinical Education – Formal Instruction

Students may not be assigned any task or responsibility which has not been formally addressed the classroom or through instruction by a preceptor. For example, students should not be determining parameters for therapeutic ultrasound and performing treatments on their own until they have completed the Therapeutic Modalities in Athletic Training course. However, if instruction Is given and understanding is assessed by the preceptor, a student who has not completed this course may perform the treatment provided the preceptor has initiated the treatment procedure with the patient (including assessment of contraindications/precautions) and set the parameters.

National Athletic Trainers’ Association Membership

Involvement in one’s professional organization is essential to the professional athletic trainer. All students in the Athletic Training Program must apply for membership with the National Athletic Trainers’ Association (NATA) by the start of the senior summer semester. The present cost is $60.00 and it is a requirement to be a member as a senior student in the Program. Application for membership can be accessed from the NATA website at http://www.nata.org. Membership will allow you to receive publications and keep abreast of the many changes affecting the profession. In addition, many required readings are accessed through the NATA website and/or the Journal of Athletic Training, which are both included as membership benefits.
Student Athletic Training Organization (SATO) Membership
All students in the Athletic Training Program are strongly encouraged to become a member of the Student Athletic Training Organization (SATO) on-campus organization. Membership meetings include presentations from various allied health professionals, informative Program information, and fund-raising opportunities that provide financial support to attend the NATA Annual Meeting and Clinical Symposia, Annual SEATA Clinical Symposia and Members Meeting and the Annual SEATA Athletic Training Student Symposium. The involvement in this organization promotes the student’s professional growth, appreciation for the profession, and introduces each student to the political activities inherent in any large organization. In addition, scholarship and awards committees often will not consider a student who is not involved in their own organization. Dues are collected and used in support of the goals of SATO.

Letters of Recommendation / Reference
Students are often unsure of how to properly ask for and receive a letter of recommendation. Students sometimes make mistakes when writing a list of references. We suggest the following steps:

1. Always think hard about who can best be a reference and/or write a letter of recommendation. Take care to look for possible connections to the place you are applying to (ex. The reference writer is an alumni or former employee). Do not ask people to be a reference or write you a letter if they do not really know you very well. Do not ask people who you worry may paint a less than flattering picture. If you are worried about whether they will be a positive reference, you should specifically ask them.

2. The application will ask you if you waive your right to see the letter. Always waive your right to see the letter. Many schools will not take the letter seriously if there is no confidentiality. You must trust that if someone agrees to write a letter of recommendation, they will say positive things.

3. Always ask permission to add someone to your reference list. It is not a good idea to allow a potential employer to call that person unless they are aware that they are serving as your reference. Also, take care not to simply ask if someone “will” be a reference. Rather, ask them if they feel they can serve as a “positive reference” for you. There is a big difference.

4. Always try to ask in person unless extenuating circumstances apply. If you are afraid to ask face-to-face, it raises questions about your confidence and maturity to enter the next phase of your career.

5. When you ask someone to write a letter of recommendation, you should provide the following information;
   a. Provide the name of the program director or human resources person and the address the letter is to go to (regardless of whether we are to mail it, give it to you, or upload into a website……this information makes a more professional letter).
   b. Provide a deadline.
   c. Provide any special requests the school has (ie. specific areas to address).
d. Provide instructions as to how it should be delivered (ie. give to you, mail directly, upload into website, etc).

e. Provide any paperwork, including the paperwork regarding your right to see the letter. Not all schools have paperwork, but many do. Be sure to sign it before giving it to the person writing the letter.

f. Provide a resume so that we can be sure to add all the great stuff you did. The resume doesn’t need to be perfect, but it should have your rotations, clubs, positions held, GPA, etc.
APPENDIX A – Hepatitis B Vaccination Waiver

HEPATITIS B VACCINATION

Name: ________________________________
DOB: _______________     PID:  _______________

Please check one:

☐ I understand that due to the exposure risk associated with the Athletic Training Program at the University of Central Florida, I may be at risk for acquiring hepatitis B (HBV). I have been instructed to obtain this vaccination by the University of Central Florida Athletic Training Program faculty and I decline the vaccination. I understand that by declining this vaccination, I continue to be at risk for hepatitis B.

☐ I have completed the hepatitis B vaccination series in the past (attach record).

☐ I have received _______ injection(s) of the hepatitis vaccination series and will complete the series in a timely manner. I will provide documentation when completed.

☐ I have a history of a previous hepatitis B infection, documented by either lab test or physician diagnosis (attach record).

☐ Other ___________________________________________________________

Signature: _______________________________     Date:  __________
Witness signature: ___________________________     Date:  __________
Prior to commencing the practicum experience, athletic training students must have the following documentation on file:

- Complete physical examination from an MD, DO, RNP, or PA-C (done as a part of the Athletic Training Program admissions process)
- Completed bloodborne pathogens training
- Proof of hepatitis B vaccination or signed declination
- Completed immunization records on file with the Health Center (done as a part of the UCF admissions process)
- Current and continuing certification in emergency cardiac care (according to BOC guidelines)
- Current and continuing certification in First Aid

If a student suspects he/she has a communicable disease, he/she is to obtain medical diagnosis and treatment before reporting to their practicum experience location. All communicable diseases should be reported to the Clinical Education Coordinator to discuss their status in the practicum experience. The Clinical Education Coordinator will maintain written documentation of the student's illness in the student's file. Students with the following medical conditions will not be allowed patient contact without a medical clearance:

- Active chickenpox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis;
- Oral herpes with draining lesions;
- Group A streptococcal disease (i.e., strep throat) until 24 hours of treatment received;
- Diarrhea lasting over three days or accompanied by fever or bloody stools;
- Draining or infected skin lesions; and/or
- Contagious conjunctivitis.

If an ill student is unsure whether he/she should participate in patient care, the student should contact the Clinical Education Coordinator and their primary care physician or UCF Health Services.

If the student has been exposed to a communicable disease during a practicum experience, he/she should immediately inform their preceptor and Clinical Education Coordinator. The student should obtain information about control of the disease and other pertinent information from the Clinical education Coordinator and their primary care physician or UCF Health Services.

In the event of any potential bloodborne pathogen exposure, the student should immediately clean the area with soap and water, document the name of the source of the exposure and pertinent information regarding the situation, and then immediately notify their preceptor and Clinical Education Coordinator. Time is of the essence in managing a bloodborne pathogens exposure. Some treatment regimens must be started within two hours of exposure to be maximally effective. The student must seek treatment from a licensed physician immediately. Students and/or preceptors should call the National Post Exposure Hotline at 1-888-448-4911 for the most current information available regarding treatment. The phones are answered from
9:00 am to 2:00 am, except holidays. Information can also be obtained by visiting the Pepline web site at: http://www.nccc.ucsf.edu/about_nccc/pepline/.

Students with communicable diseases will be assessed on a case-by-case basis. Any recommendations made or actions taken by the UCF Athletic Training Program will respect the confidentiality and welfare of the student while also recognizing and responding to issues regarding the welfare of patients.

Students are to maintain yearly training in bloodborne pathogens and infection control. Students are to adhere to OSHA standards and protect themselves against contracting and/or spreading a communicable disease. These standards include maintaining facility sanitation, using proper hand-washing procedures, using bloodborne pathogen barriers, and proper disposal of biohazard material.

When providing patient care, regardless of the real or perceived communicable disease status of the patient, all students should follow standard universal precautions:

- Wash hands before and after patient contact, even if gloves are used.
- Wear gloves when exposure to blood, body fluids, excretions or secretions is likely.
- Use gloves appropriately according to aseptic and/or sterile techniques, and change gloves between patients.
- Wear gowns/aprons when soiling of clothing with blood or body fluids is likely.
- Wear masks, face shields and eye protection when aerosolization of blood or body fluids may occur.
- Dispose of sharps in designated rigid sharps containers.
- Never recap needles or scalpel blades by hand.
- Dispose of waste saturated with blood or body fluids in designated red-bag trash containers.

This policy was reviewed and approved by the following institutional personnel:

Dr. Douglas Meuser, MD – Athletic Training Program Medical Director and Assistant Director of Medical Services for UCF Health Services

Jose Vazquez Perez - Assistant Director of Environmental Health and Safety

I understand and have received a copy of the UCF Athletic Training Program Communicable Disease and Bloodborne Pathogens Policy and agree to abide by the information and directions included in the policy.

Student Signature: ________________________________ Date: __________

Printed name: ________________________________
APPENDIX C– Student Acceptance Form

I __________________________ certify that I have read, understand, and will comply with the 2013-2014 Athletic Training Program Student Handbook.

I agree to accept the rules, regulations academic and ethical standards that the handbook describes. I also understand that some rules, regulations, and/or standards outlined in the handbook are more stringent than is represented in the current UCF Undergraduate Catalog. I understand that failure to comply with any policies outlined in the handbook may result in disciplinary action. I agree to accept any disciplinary action imposed upon me as the result of my non-compliance with handbook policies.

By signing below, I hereby certify that the above is true and correct.

Signature of Program Student ________________________     Date _______________
Signature of Program Director ________________________    Date _______________