

University of Northern Iowa Athletic Training Education Program



Student Handbook

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UNI Sports Medicine Department
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Introduction

Welcome to the University of Northern Iowa Athletic Training Education Program. This handbook has been designed to assist you in becoming a successful athletic training student. The purpose of this handbook is to inform you of the policies and procedures of our program and give you a brief outline of what will occur during the next three years. Our program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). With this accreditation comes a sense of pride and excellence. It is my goal to be one of the best and most effective Athletic Training Education Programs in the United States. In order to accomplish this the faculty, staff, and athletic training students must all work together in order to achieve such a goal. I would like to strongly suggest that you read this handbook several times each year. By reading this handbook you will continue to be familiar with the roles and responsibilities that you have as a athletic training student as well as decrease the chance of not following proper policies and procedures. Once you have read, and understood, this information I would like you to sign the statement on page 62 of appendix A. Please turn this form into me to keep in your permanent file. This will insure that you understand all aspects of our education program.

Once again, welcome to the UNI Athletic Training Education Program. I look forward to working with you as you work towards becoming a competent certified athletic trainer.

Sincerely,

Richard B. Williams Ph.D., ATC
University of Northern Iowa
Coordinator, Athletic Training Division

- Please note that policies and procedures are subject to change at any time.

Goals and Objectives

MISSION STATEMENT

The mission of the University of Northern Iowa Athletic Training Education Program is to prepare students to become NATABOC certified and to obtain employment that will allow them to make significant contributions to the profession of athletic training. The curriculum will include didactic and clinical experiences that will focus on the Athletic Training Educational Competencies. Each student will be prepared to be a competent athletic trainer.

PROGRAM OBJECTIVES

1. To provide the students the opportunity to become competent in all of the athletic training clinical proficiencies.
2. To provide quality instruction that utilizes state of the art resources and technology as well as participating allied health professionals.
3. To provide experiences that encourages critical thinking and problem solving.
4. To promote professionalism through student membership in state, district, and national athletic training organizations.
5. To provide the students with diverse field experiences that will prepare them for current employment trends in athletic training.
6. To prepare the students to pass the NATABOC certification examination.
7. To aid the student in obtaining employment or admission into graduate school upon graduation.

ACCREDITATION STATUS

The University of Northern Iowa's Athletic Training Education Program was accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on October 19, 2001. The next accreditation review will be in the spring of 2006.

Personnel & Responsibilities

The Athletic Training Education Program consists of administration, faculty athletic trainers, clinical instructors, Clinical Instructors, team physicians, consulting medical specialists and graduate assistants.

Director of the School of Health, Physical Education & Leisure Services

The director of the school of HPELS directly oversees the development and evaluation of the Athletic Training Education Program. The Director also evaluates the Athletic Training Coordinator, Program Director, as well as all other athletic training faculty.

Chair, Division of Athletic Training

The chair of the Division of Athletic Training is responsible for overseeing all of the athletic training education programs at the University of Northern Iowa. The chair of the Division of Athletic Training reports to the Director of the School of HPELS.

Entry-Level Athletic Training Program Director

The Entry-Level Athletic Training Education Program Director at the University of Northern Iowa is responsible for the day to day operation, coordination, supervision, and evaluation of all aspects of the Entry-Level Athletic Training Educational Program. The program director reports to the Athletic Training Division Coordinator.

Entry-Level Athletic Training Clinical Coordinator

The clinical coordinator is responsible for the administration and management of the clinical education and field experience components of the entry-level athletic training education program. The clinical coordinator acts as the Clinical Instructor Educator (CIE) and reports directly to the entry-level athletic training program director.

Athletic Training Research Coordinator

The athletic training research coordinator is responsible for coordinating the activities within the athletic training research laboratory. The coordinator is responsible for the organization of the laboratory as well as administrating all of the research programs within the Division of Athletic Training.

Athletic Training Faculty

The athletic training faculty members are employed by the school of HPELS and teach within the ATEP. The faculty assists the program director in the day to day operation of the program.

Supporting Faculty

The supporting athletic training faculty are those professors that teach Anatomy and Physiology, Exercise Physiology, Sport Nutrition, Kinesiology, Sport Psychology, and Personal Wellness. The supporting faculty work closely with the ATEP director to assure that the proper competencies are taught in each course.

Instructors

The University of Northern Iowa employs staff athletic trainers within the department of intercollegiate athletics. These clinical athletic trainers are also employed by the school of HPELS as instructors within the Athletic Training Educational Program (ATEP).

Approved Clinical Instructors (ACI's)

Approved clinical instructors (ACI's) are faculty and staff that have completed the University of Northern Iowa ATEP ACI workshop. These faculty members are qualified to supervise clinical instruction during the clinical experience courses within our curriculum.

Clinical Instructors

A Clinical Instructor is a certified athletic trainer that is located at one of the UNI Athletic Training Education Program field experience sites. The Clinical Instructor directly supervises the athletic training students during their field experience rotations. The supervisor is responsible for evaluating each student as they progress towards becoming a competent athletic trainer. The University of Northern Iowa utilizes 13 Clinical Instructors.

Team Physician(s)

The team physician(s) advises the athletic training program director in the education of athletic training students. He/she is directly involved in the athletic training students education by frequently interacting with the students through guest lectures, surgical observations, practice and game attendance, as well as through other mechanisms.

Consulting Medical specialists

The UNI Athletic Training Education Program utilizes a vast amount of consulting medical specialists for the education of athletic training students. The medical specialist will be utilized in the education of athletic training students through guest lecturing and through procedural observations.

Graduate assistants

The graduate assistants are certified athletic trainers. These assistants work under the direct supervision of the Head athletic trainer. The graduate assistants are considered staff and work as Clinical Instructors within the ATEP.

Athletic Training Students (ATS's)

Athletic training students are those students whom have been accepted into the ATEP and are majoring in Athletic Training.

Admission Requirements & Procedures

APPLICATION REQUIREMENTS:

- Students must have completed, or be enrolled, in 42T:023 (Introduction to Athletic Training), and 42T:024 (Clinical Experience), or their equivalents, before applying into the program.
- Students should have completed 50 hours of observation of a certified athletic trainer.
- Students must have a minimum cumulative grade point average of 2.5.
- Students must show proof of a physical examination within the past six months **upon acceptance** into the program.
- It is strongly recommended that the student have a Hepatitis B Vaccination before being admitted into the program.

APPLICATION PROCEDURES:

- Students must complete the application and include the following items:
 - One official transcript from each college and/or university attended.
 - Three letters of reference
 - An essay stating why you want to be an athletic trainer, career goals, and the attributes you possess that will make you successful in life and in athletic training.
 - Verification of your observation hours. Use attached form. **(Appendix A p. 1)**
 - Mid-semester grade report from 840:102 and 42T:023/024 if applicable.
- The application packets should be sent to:
Dr. Biff Williams
Athletic Training Education Program Director
203 Wellness Recreation Center
Cedar Falls, IA 50614-0241
- Applications must be received by the University of Northern Iowa HPELS department by March 1st of each year.

SELECTION CRITERION:

Written Essay

Format

- a. Title page should include: title of essay, name, social security number
- b. Second page should be the beginning of your essay
- c. Type-written, 8 1/2" X 11" , with 1" margins
- d. Maximum of two double spaced pages
- e. The essay should include the following: statement of why you want to be an athletic trainer, career goals, and the attributes you possess that will make you successful in life and in the field of athletic training.
- f. Essay should be paper clipped together

Interviews

The top applicants will be chosen for interviews (maximum 30). These candidates will be contacted during the month of March. A committee of faculty, staff, and students will interview each candidate.

1. Selection Criterion for Interviews
 - a. Cumulative GPA
 - b. Pre-Requisite grades and GPA
 - c. Letters of reference
 - d. Essay
 - e. Background
 - f. CPR and First Aid Certifications
 - g. Hours of Observation
2. Format of Interviews
 - a. Introductions
 - b. Essay presentation (5 minute maximum)
 - c. Questions from interviewers
 - d. Questions from the applicant
3. Notification of Admittance
 - a. The applicant will receive a letter indicating his/her status no later than the fourth week in April.

Point Distribution

Each applicant will be given a score for the following areas: **(See Appendix A p.2)**

- a. First Aid/CPR Certification
 - No Certification=0, Certification=1
- b. Pre-Requisite grades and GPA
 - A=4, B=3, C=2, D=1, F=0/ GPA will be the points given

- c. Cumulative GPA
 - Exact points of GPA given (example 3.3 GPA gets 3.3 points)
- d. Hours of observation
 - 0= <50, 1=50, 2=>50
- e. Letters of Reference (**See Appendix A p. 3**)
 - 0-05 points
- f. Previous Experience
 - 0=no previous experience, 1=50 hour requirement, 2= previous experience
- g. Content of Essay (**See Appendix A p. 4**)
 - 0-05 points
- h. Interview Impressions (**See Appendix A p. 5**)
 - 0-05 points

TRANSFER STUDENT POLICIES AND PROCEDURES

All students wishing to transfer to the University of Northern Iowa Athletic Training Education Program must first meet all of the pre-admission requirements. Upon admission to the UNI ATEP the student may petition that prior course work and/or clinical experiences be considered as equivalents of courses and or clinical experiences within the UNI Athletic Training Education Program. The following are policies and procedures which must followed in order to consider transfer students prior work.

Petition Procedures:

1. The transfer student must submit in writing their request for accepting previous coursework and/or clinical/Field experiences. Included in this document should be the following:
 - a. Name of course, credit hours, professor, institution offered, and name of the UNI course it will be substituting.
 - b. A notarized copy of the NATABOC Verification of Supervision form for all previous clinical experiences. (See Appendix A p.1)
 - c. A copy of published course descriptions of all courses.
 - d. A detailed copy of a course syllabus, for all courses, or a letter from the instructor describing in complete detail what the course taught.

Course Acceptance Procedures;

1. The committee will review each of the course descriptions and syllabi.

2. The committee will then compare the said course to the UNI course and determine if they are comparable. The following criteria will be evaluated:
 - a. Credit hours
 - b. Content
 - c. Laboratory experiences
3. If the course does not have comparable credit hours, content, and/or laboratory experiences the course will not be substituted for the UNI course and the student will follow the normal athletic training curricular plan.
4. If the course has comparable criterion to the UNI course the student will then be placed within the curricular plan where appropriate.

Clinical Experience Acceptance Procedures:

1. The committee will review each of the NATABOC Verification of Supervision forms.
2. The committee will then compare the said clinical experience to the UNI clinical experience and determine if they are comparable. The following criteria will be evaluated:
 - a. Assignment
 - b. Responsibilities
 - c. Clinical setting
 - d. Type of supervision
3. If the clinical experience/course does not have comparable assignments, responsibilities, clinical settings or supervision, the clinical experience will not be substituted for the UNI clinical experience and the student will follow the normal athletic training field experience rotation plan.
4. If the clinical experience has comparable criterion to the UNI clinical experience the student will then be placed within the curricular plan where appropriate.

Note: The UNI Athletic Training Admission Committee has the right to accept or reject any prior coursework or clinical experience in accordance to the above procedures.

ACCEPTANCE PROCEDURES:

- Each student must send a letter of acceptance to the athletic training program director accepting a position in the program.

- Each student must have a hepatitis B vaccination before entering the program or sign the hepatitis B waiver form. **(See Appendix A p. 6)**
- Each student must sign the technical standards form after being admitted to the program. **(See Appendix A, p. 8)**
- Each student must turn in their physical examination form that was completed by their physician. **(See Appendix A, p. 9)**
- Each student must declare Athletic Training as their major, upon acceptance.

Program Requirements

- Each student must be enrolled in the athletic training program a minimum of four semesters.
- Each student must maintain current CPR and First Aid certifications
- Each student must have and pass an annual physical examination.
- Each student must attend the College of Education **OSHA TRAINING** once each year.
- Each student must maintain a 2.5 cumulative GPA and a 2.75 Major GPA.
- Each first year student must complete a maximum of 10 hours of supervised athletic training experience each week.
- Each second year student must complete a maximum of 15 hours of supervised athletic training experience each week.
- Each third year student must complete a maximum of 20 hours of supervised athletic training experience each week.
- Each student must complete the athletic training major
- Each student must pass all clinical experience courses
- Each student must receive favorable field experience evaluations
- Each student must pass the exit interview
- Each student must take the NATABOC Certification Examination

Athletic Training Major

Pre-Professional Courses: (03)

42T:023 Introduction to Athletic training (2) ⇒ 42T:024 Clinical Experience (1)

Professional Courses: (53)

42T:028 Clinical Anatomy (3)

42T:033 Emergency Care in Athletic training (2) ⇒ 42T:034 Clinical Experience (1)

42T:110 Athletic Training Administration (2)

42T:134 Upper Body Injury Assessment (2) ⇒ 42T:135 Clinical Experience (1)

42T:137 Lower Body Injury Assessment (2) ⇒ 42T:138 Clinical Experience (1)

42T:143 Therapeutic Modalities (2) ⇒ 42T:144 Clinical Experience (1)

42T:157 Therapeutic Exercise (2) ⇒ 42T:158 Clinical Experience (1)

42T:162 Athletic Training Pharmacology (2)

42T:170 Athletic training Pathology (3)

42T:175 General Medical Conditions (3)

42T:178 Current Trends (2)

42T:180 Athletic Training Seminar (2)

420:151 Kinesiology (3)

420:153 Exercise Physiology (3)

420:154 Psychological Skills for Sport Participants (2)

420:186 Studies in Sport Nutrition (2) or equivalent

440:010 Personal Wellness (3) (**General Education Program**)

840:101 Anatomy & Physiology I (4)

840:102 Anatomy & Physiology II (4)

Total Credit Hours: 56

Athletic Training Course Descriptions

42T:023 Introduction to Athletic Training – 2 hrs.

Introduction to the field of athletic training with emphasis on the history of the National Athletic Training Association, certification guidelines, policies and procedures, risk management, roles and responsibilities of athletic trainers, and common illnesses and injuries. 840:101 or consent of Athletic Training Program Director. Corequisite: 42T:024; 840:102 or consent of Athletic Training Program Director

42T:024 Introduction to Athletic Training Clinical Experience – 1hr.

Didactic and psychomotor skill instruction with practical examinations covering the material taught in the Introduction to Athletic Training course. Prerequisite: 840:101 or consent of Athletic Training Program Director. Co-requisite: 42T:023; 840:102 or consent of Athletic Training Program Director.

42T:028 Clinical Anatomy – 3 hr.

Clinical anatomy of the human body which includes: palpation, range of motion assessments, manual muscle testing, neurological testing, as well as structure identification. Pre-requisites: 42T:023; 42T:024; admission into the Athletic Training Program.

42T:033 Emergency Care in Athletic Training – 2 hrs.

The theory, ethics, components, indications, and psychomotor skills of emergency care in athletic training. Prerequisites: 42T:023; 42T:024; admission into the Athletic Training Program.

42T:034 Emergency Care in Athletic Training Clinical Experience 1-hr

Didactic and psychomotor skill instruction with practical examinations covering the material taught in the Emergency Care in Athletic Training course. Prerequisites: 42T:023; 42T:024; admission into the Athletic Training Program. Co-requisite: 42T:034

42T:110 Athletic Training Administration – 2 hr.

Theoretical and practical study of organization and administration in the field of Athletic Training. Prerequisites: 42T:023; 42T:024; admission into the Athletic Training Program. Corequisite: 42T:111.

42T:134. Upper Body Injury Assessment – 2 hrs.

Recognition and evaluation of athletic injuries occurring to the head, face, vertebral column, shoulder, forearm, wrist and hand. Prerequisites: 42T:023; 42T:024; admission into the Athletic Training Program. Corequisite: 42T:135.

42T:135 Upper Body Injury Assessment Clinical Experience – 1 hr.

Didactic and psychomotor skill instruction with practical examinations covering the material taught in the Upper Body Injury Assessment course. Prerequisites: 42T:023; 42T:024; admission into the Athletic Training Program. Corequisite: 42T:134.

42T:137 Lower Body Injury Assessment – 2 hrs.

Recognition and evaluation of athletic injuries occurring to the hip, pelvis, thigh, knee, leg, and ankle. Prerequisites: 42T:110; 42T:111; Co-requisite 42T:138

42T:138 Lower Body Injury Assessment Clinical Experience – 2 hrs.

Didactic and psychomotor skill instruction with practical examinations covering the material taught in the Lower Body Injury Assessment course. Prerequisite: 42T:110; 42T:111. Corequisite: 42T:137.

42T:143. Therapeutic Modalities – 2 hrs.

Effects, advantages, disadvantages, indications, contraindications, precautions, and the application parameters of therapeutic modalities in injury rehabilitation of the physically active. Prerequisites: 42T:023; 42T:024; Admission into Athletic Training Program Corequisite: 42T:144.

42T:144 Therapeutic Modalities Clinical Experience – 1 hr.

Didactic and psychomotor skill instruction with practical examinations covering the material taught in the Therapeutic Modalities course. Prerequisite: 42T:023; 42T:024; Admission into Athletic Training Program. Corequisite: 42T:143;.

42T:157 Therapeutic Exercise – 2 hrs.

Effects, advantages, disadvantages, indications, contraindications, precautions, and the application parameters of therapeutic exercises in injury rehabilitation. Prerequisites: 42T:143; 42T:144; Corequisite: 42T:158;

42T:158 Therapeutic Exercise Clinical Experience – 1 hrs.

Didactic and psychomotor skill instruction with practical examinations covering the material taught in the Therapeutic Exercise course. Prerequisites: 42T:143; 42T:144; Corequisite: 42T:157.

42T:162 Athletic Training Pharmacology – 2 hrs.

The effects, indications, and contraindications of therapeutic medications as related to the prevention and care of athletic injuries of the physically active. Prerequisite: 42T:110; 42T:111; 420:153

42T:170 Athletic Training Pathology – 3 hrs.

The study of the pathology of injuries, illnesses, general medical conditions and disabilities commonly seen by certified athletic trainers. Prerequisite: 42T:110; 42T:111 Junior standing;

42T:175 General Medical Conditions – 3 hr.

The study of general medical conditions and disabilities commonly seen by certified athletic trainers. Pre-requisites: 42T:110, Junior Standing.

42T:178 Current Trends in Athletic Training- 2 hr.

Discussion of current topics and trends in the clinical practice and professional development of athletic training. Pre-requisites 42T:110

42T:180 Athletic Training Seminar – 2 hrs.

Resume writing, interviewing, and a comprehensive review of the National Athletic Training certification exam. Prerequisite: 42T:110; 42T:111; senior standing.

Curricular Plan

The sequence below outlines the coursework for students that are applying to the program their first year in college. This sequence should be followed unless otherwise instructed by the Athletic Training Education Program Director.

Freshmen Year

Fall Semester

Course Number	Course Title	Credits
440:010	Personal Wellness	3.0
	General Education or Electives	12.0

Spring Semester

Course Number	Course Title	Credits
42T:023	Introduction to Athletic Training	2.0
42T:024	Introduction to Athletic Training Clinical Exp.	1.0
	General Education or Electives	12.0

May Interim

Course Number	Course Title	Credits
42T:028	Clinical Anatomy	3.0

Sophomore Year

Fall Semester

Course Number	Course Title	Credits
42T:110	Athletic Training Administration	2.0
42T:033	Emergency Care in Athletic Training	2.0
42T:034	Emergency Care in Athletic Training Clinical Exp	1.0
42T:133	Upper Body Injury Assessment	2.0
42T:134	Upper Body Injury Assessment Clinical Exp.	1.0
	General Education or Electives	7.0

Spring Semester

Course Number	Course Title	Credits
42T:137	Lower Body Injury Assessment	2.0
42T:138	Lower Body Injury Assessment Clinical Experience	1.0
42T:170	Athletic Training Pathology	3.0
420:154	Psychological Skills for Sport Participants	2.0
	General Education or Electives	7.0

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Junior Year

Fall Semester

Course Number	Course Title	Credits
840:101	Anatomy and Physiology I	4.0
420:153	Exercise Physiology	3.0
42T:143	Therapeutic Modalities	2.0
42T:144	Therapeutic Modalities Clinical Experience	1.0
42T:159	Athletic Training General Medical Conditions	3.0
	General Education or Electives	2.0

Spring Semester

Course Number	Course Title	Credits
840:102	Anatomy & Physiology II	4.0
420:151	Kinesiology	3.0
420:186	Studies in Sport Nutrition	2.0
42T:158	Therapeutic Exercise Clinical Experience	1.0
42T:157	Therapeutic Exercise	2.0
42T:162	Athletic Training Pharmacology	2.0
42T:159	Athletic Training Practicum	1.0

Senior Year

Fall Semester

Course Number	Course Title	Credits
42T:159	Athletic Training Practicum	1.0
42T:178	Current Trends in Athletic Training	1.0
	General Education or Electives	13.0

Spring Semester

Course Number	Course Title	Credits
42T:159	Athletic Training Practicum	1.0
42T:180	Athletic Training Seminar	2.0
	General Education or Electives	12.0

Clinical Experience Courses

DESCRIPTION:

The clinical experience courses are laboratory classes that are directly related to the athletic training didactic courses. There are six clinical experience courses within the athletic training major, they are:

- Introduction to Athletic Training Clinical Experience
- Emergency Care in Athletic Training Clinical Experience
- Athletic Training Administration Clinical Experience
- Upper Body Injury Assessment Clinical Experience
- Lower Body Injury Assessment Clinical Experience
- Therapeutic Modalities Clinical Experience
- Therapeutic Exercise Clinical Experience

CREDIT:

Each clinical experience course is worth one credit hour. The clinical experience course is held two hours per week and is offered simultaneously with the didactic course.

PURPOSE:

The purpose of the clinical experience course is to provide the opportunity for each athletic training student to become competent in each of the NATA Clinical Proficiencies. Each Athletic Training Clinical Proficiency will be taught, practiced, and evaluated within these courses.

INSTRUCTORS:

The instructors for these courses will be "Approved Clinical Instructors" (ACI). The instructors will demonstrate each clinical proficiency and will supervise the athletic training student while they practice these skills. Once the student feels competent in performing the task the instructor will evaluate the student on each clinical proficiency. For the clinical experience courses there will be one instructor for every eight students.

CLINICAL PROFICIENCY ASSESSMENTS:

All of the clinical proficiencies will be broken down into sets of tasks. Once the student has had ample opportunity to master these skills they will be tested on each skill. Each student will be given a grade for each skill and must successfully pass each skill with an 95% passing rate.

COMPETENCY LEVEL VERIFICATION:

Once the student has successfully passed each of their clinical proficiencies the instructor will sign the students "Clinical Competency Check Off Sheet" (See appendix A p. 12-36). Once the instructor has signed the competency sheet the student is responsible for taking the portfolio (Maroon Folder) to their Clinical Instructor to inform them of the new clinical proficiencies that the student can now perform during their field experience. The student must have the Clinical Instructor sign the clinical competency verification form in the back of the maroon folder (See appendix A p. 36a).

STUDENTS' RESPONSIBILITY:

The athletic training student is responsible for the following with regards to the clinical experience courses and the clinical proficiencies:

1. To utilize the time in class to practice the clinical proficiencies and receive direct feed back from the instructor.
2. To pass every clinical proficiency.
3. To create a student portfolio of all their clinical proficiency assessments. (All clinical assessments should be kept in a three ring binder)
4. To assure the clinical experience instructor is signing their clinical competency check off sheet.
5. To take the maroon folders frequently to their filed experience supervisor.
6. To have their Clinical Instructor initial and date the log sheet in the back of the maroon folder when they have seen it.

INSTRUCTOR'S RESPONSIBILITIES:

All of the following are the responsibilities of the clinical experience instructor:

1. Teach all of the athletic training clinical proficiencies correctly.
2. To allow the athletic training student time to practice the clinical proficiencies.
3. To give helpful and positive feedback to the athletic training student while they practice and learn the clinical proficiencies.

4. Use a variety of instructional strategies when teaching the clinical proficiencies.
5. To correctly assess the athletic training student on all of their clinical proficiencies.
6. To sign, in a timely manner, the athletic training students clinical competency check off sheets.
7. To maintain current certification as an approved clinical instructor.

Field Experience

ROTATIONS:

The field experience rotations are designed to provide athletic training students the opportunity for students to kinesthetically apply what they have been learning in the classroom. Each student is required to have a minimum and maximum number of field experience hours each semester. During the field experience the students may only practice what they have passed off during the clinical experience courses, therefore, the field experience rotations will be specific to the courses the student is taking.

First Year Students:

The first year athletic training students will rotate through four seven-week clinical rotations at UNI. First year students are limited to a maximum of 10 hours of field experience each week. Thus, first year students should not accumulate more than 40 hours each month.

Second Year Students:

The second year students will have three, possibly four, field experiences off campus. The locations of the off campus sites include, but is not limited to, the following: Cedar Falls High School, East High School, West High School, Columbus High School, Wartburg College, Sartori Hospital, and the United Medical Park. The other field experience will be on campus. Each experience will be seven weeks in length. Second year students are limited to a maximum of 15 hours of field experience a week. Thus, first year students should not accumulate more than 60 hours each month.

Third Year Students:

The third year students will have one rotation where they will be assigned a major sport and be considered the head athletic training student for that sport. This rotation is designed to help the student transition from student to a practicing professional. Third year students are limited to a maximum of 20 hours of field experience each week. Thus, first year students should not accumulate more than 80 hours each month.

Logging Hours:

Each student is responsible for logging his or her individual hours of field experience. Using the "UNI Student Athletic Training Log Sheet" form (**see appendix A, p. 37**) the student should indicate the date, time in, time out, hours, total hours, sport and location, and have the Clinical Instructor sign it. Each log

sheet needs to be turned in by the 5th of each following month to the clinical coordinator (i.e. October's hours turned in by September 5th). If the hours are not turned in by the 5th the student **will not** be able to count those hours towards the semester's requirement. All special circumstances should be discussed with the clinical coordinator before the deadline.

Volunteerism

If a student desires they may volunteer their time to work games or other events to gain additional experience. Students will in not be forced to work these extra events but will be extended an invitation. Students may not volunteer more than 5 additional hours per week.

Student Personal Travel

All athletic training students are strongly encouraged to maintain their own auto insurance policy as each student will be individually responsible for his/her transportation to and from the field experience site. The University of Northern Iowa and the Athletic Training Education Program are not liable for any misfortune that may occur to the student or the student's vehicle while traveling to and from the field experience site. Furthermore, all athletic training students shall not transport a patient or student-athlete (high school or collegiate) to or from a medical appointment, athletic practice, athletic event or other related affair in their personal vehicle. In addition, athletic training students shall not use their personal vehicles for hauling coolers, medical kits, etc or for running errands for their clinical instructors. In the event the athletic training student does not comply with this policy they will be subject to disciplinary action as outlined in their student handbook.

FIELD EXPERIENCE SITES:

The University of Northern Iowa Athletic Training Education Program utilizes eight field experience sites. Below is a list of the sites, Clinical Instructors, and appendix references for driving directions.

Cedar Falls High School	Pete Watters ATC 816 Franklin Street Cedar Falls, IA 50613 (H) 266-5632	Appendix A, p. 38
East High School	TBD	Appendix A, p. 39
West High School	Dave Fricke ATC 111 Bertch Ave. Waterloo, IA 50702 (H) 233-7739 (W) 272-2901	Appendix A, p. 39
Columbus High School	Lynn Kurtz ATC 5021 Crane Creek Rd Waterloo, IA 50703 (H) 404-4694 (W) 233-3358 Ext. 742	Appendix A, p. 40
Sartori Hospital P.T.	Brian Malone 515 College St Cedar Falls, IA 50613 (w) 2683314	Appendix A, p. 41
United Medical Park PT	Craig Thielen PT, ATC 1731 W Ridgeway Ave Waterloo, IA 50701 (W) 833-5900	Appendix A, p. 42
Young Arena	Todd Klein ATC 224 W 22nd st Cedar Falls, IA 50613 (H) 277-1925 (W) 272-2903	Appendix A, p. 43
Wartburg College	Jeff Marks MS, ATC (H) 268-9884 (W) 352-8466	Appendix A, p. 44
Wartburg College	Shantelle Wiechers ATC (H) 268-0321 (W) 352-8466	Appendix A, p. 44
Wartburg College	Angie Ehlers ATC (W) 352-8466	Appendix A, p. 44
Waverly PT	Jarod Gayor PT, ATC Waverly Orthopedic & Physical Therapy Center (w) 319-352-5644	

CLINICAL INSTRUCTOR RESPONSIBILITIES:

The following are the responsibilities of the Clinical Instructor:

1. To directly supervise the athletic training students at all times.
2. To critique the athletic training students skills and give positive feedback.
3. To provide the student with opportunities to learn.
4. To assist the students in becoming a competent athletic trainer.
5. Outline all expectations of the athletic training student, which includes duties and responsibilities.
6. To review the athletic training students maroon competency folder frequently and sign the competency verification form.
7. To evaluate the athletic training student fairly by identifying their strengths and weaknesses.

STUDENTS RESPONSIBILITIES:

The responsibilities of the athletic training student will vary greatly from one field experience to the next. Each field experience site will have different expectations for the athletic training student. It is the responsibility of the student and the Clinical Instructor to identify these expectations. Although each site will have different duties, responsibilities, and policies there are some general responsibilities that each student should follow, they are:

1. Each athletic training student should be at least 15 minutes early to all of their field experience activities unless otherwise stated by their Clinical Instructors.
2. Each student should act appropriately and respectfully.
3. Each student should dress professionally and appropriately according to the Clinical Instructors expectations.
4. Each student should adhere to the NATA code of ethics and professionalism at all times.
5. Each student should keep all patient/athlete care confidential.

6. Each student should never be under the influence of alcohol or any drug while representing the UNI ATEP.
7. No profane language or vulgarity should ever be used by an athletic training student.
8. Each student is responsible for showing their supervisor their maroon competency folder frequently and have the verification form signed.
9. Each student should be inquisitive and willing to learn at all times.
10. Each student should be enthusiastic, cheerful, and willing to do anything the Clinical Instructor appropriately asks of them.
11. Each student should be dependable and responsible

FIELD EXPERIENCE COMPETENCY RULES AND REGULATIONS:

The following rules and regulations must be followed at all times in order to ensure a safe, efficient, and successful Athletic Training Education Program:

1. Students can only perform the clinical skills that they have passed during the clinical proficiency courses.
2. Students cannot do anything they have not passed.
3. Students must meet with their Clinical Instructor to discuss what they can and cannot do during their experience.
4. The student must inform their Clinical Instructor of any new competencies passed.
5. The student should utilize the field experience to master those skills that they have passed during the clinical experience courses.

DIRECT SUPERVISION:

The policy of the University of Northern Iowa Athletic Training Education Program with regards to direct supervision of athletic training students by staff athletic trainers is-

“Direct supervision of athletic training students involved in the clinical and/or field experience portion of the Athletic Training Education Program will be through constant and direct line-of-site visual contact between the Clinical Instructor and the athletic training student.”

“In rare instances when constant and direct line-of-site visual contact between the Clinical Instructor and the athletic training student is not feasible, there is to be constant and direct communication via two-way radio and/or cellular phone between the clinical instructor and the athletic training student. In these instances, the distance between the two parties is not to be greater than 200 yards.”

CONFIDENTIALITY:

During the field experience the athletic training student will learn things about patients and athletes that needs to remain confidential. Each athletic training student is required to sign a confidentiality statement (Appendix A, p.44) that verifies that they will not discuss what they have learned outside of the athletic training field experience.

TRAVELING:

During the field experience many athletic training students will have the opportunity to travel. Each student must be directly supervised by a certified athletic trainer while they are traveling. In the event that the Clinical Instructor is not traveling with the student the supervisor must make sure that the host athletic trainer is called prior to the student leaving. The Clinical Instructor should verify if the host athletic trainer will properly supervise the athletic training student and send the “Host Clinical Instructor” form with the student (see appendix A, p. 46). In the event that the host athletic trainer will not sign the form the student is only allowed to perform duties of a first responder. Other regulations of traveling should be outlined by the individual sites.

EVALUATIONS:

Student Evaluations:

Athletic training students are evaluated by his or her Clinical Instructors at the end of their field experience. The athletic training student should read carefully over the student field experience evaluation form (see appendix pages 47-49) as well as review the Field Experience Performance Dimensions (see appendix pages 50-52) to understand how they will be evaluated. Once the Clinical Instructor has completed the evaluation he/she should schedule a time with the student to discuss their evaluation. Once the entire evaluation has been discussed the Clinical Instructor should sign and date the evaluation. If the student agrees with the evaluation he or she may sign the form. However, in the event the student does not agree with the evaluation of the Clinical Instructor,

they should not sign the form indicating that they do not agree with the evaluation. If the student does not sign the evaluation the Athletic Training

Clinical Coordinator will then discuss the evaluation with the student and the supervisor. After discussing the evaluation with the student and the supervisor the clinical coordinator will then determine the score on the evaluation.

Student Self Evaluations:

Each student will complete a self-evaluation (see appendix pages 53-55) at the end of each field experience rotation. The student should take the evaluation with them when they meet with their supervisor to review their evaluation. The evaluations should be compared and the supervisor should also discuss any of their concerns. Once the supervisor has reviewed the students self-evaluation they should then sign the form if they agree with the students self assessment. In the event the supervisor does not agree with their assessment they do not have to sign the form. The student's self-evaluation should be turned into the clinical coordinator with the supervisors' evaluation. In the event of a disagreement between supervisors and students the clinical coordinator will use each evaluation to determine what needs to be done.

Clinical Instructor Evaluation:

Each Clinical Instructor will be evaluated by each of his or her students at the end of each rotation (see appendix pages 56-57). The evaluations will be turned into the athletic training program director and will not be seen by the supervisors. At the end of each academic year each of the supervisors will receive a Clinical Instructor Summary Evaluation form. On this form the average of all the scores, as well as a description of all written comments, will be given to each supervisor. On this evaluation the student's names will not be given. The purpose of this evaluation is to give positive feedback to the supervisor as well as ideas on how the experience could improve.

Field Experience Holidays:

During each academic year there are several Holidays in which classes are not held at UNI. These holidays do not pertain to the athletic training field experience rotations, with the exception of Christmas and spring break. All athletic training students should plan on working through the holidays unless instructed differently by their clinical instructor. In the event the student cannot attend their rotation during the holiday the athletic training student must notify their clinical instructor and follow the proper absence request procedures. In the event that proper procedures are not followed the student will be subjected to the disciplinary action policy.

Christmas:

During Christmas vacation the field experience rotations for first and second year students will end prior to finals week and begin the first day following the holiday. These students will not have any field experience obligations during that time. However, senior students will be invited to continue their field experience rotations through the holiday with the understanding that the clinical instructor will only ask for their presence if absolutely necessary. In the event the student cannot attend their rotation during the holiday the athletic training student must notify their clinical instructor and follow the proper absence request procedures. In the event that proper procedures are not followed the student will be subjected to the disciplinary action policy and/or a change in their senior assignment.

Spring Break:

During spring break first and second year students will not have any field experience obligations during that time. However, senior students will be invited to continue their field experience rotations through the break with the understanding that the clinical instructor will only ask for their presence if absolutely necessary. In the event the student cannot attend their rotation during the holiday the athletic training student must notify their clinical instructor and follow the proper absence request procedures. In the event that proper procedures are not followed the student will be subjected to the disciplinary action policy and/or a change in their senior assignment.

Absence(s) :

UNI athletic training students should observe all of the following procedures.

1. Athletic Training Students are expected to be in attendance at their field experience rotation for the team's treatment and/or rehabilitation sessions, practices, and/or games/competitions at all times unless excused by their clinical instructor..
2. **Field experience assignments take precedence over any and all UNISATO, intramural/open recreation, high school football, work etc. activities.** At no time are athletic training students excused from their daily field experience duties to attend to other non athletic training events.
3. Student athletic trainers are expected to arrive at their field experience site at least **15 minutes** before the first scheduled activity, unless they have class.
4. Except for emergencies, clinical instructors and the clinical coordinator must be notified in writing at least **72 hours** in advance of a planned absence.

5. It is the responsibility of the athletic training student to fill out a “*Student Athletic Trainer Absence Request Form*” and find a replacement student athletic trainer of equal or greater ability. All parties involved (student athletic trainer, replacement student athletic trainer, and clinical instructor) must sign the form.

6. Any athletic training student not following these procedures will be subject to the disciplinary action policy.

Disciplinary Actions & Grievances

At the University of Northern Iowa the athletic training students are expected to follow the student code of conduct as is outlined in the UNI Student Handbook. In addition to these policies athletic training students must comply with all athletic training major requirements and procedures. In order to maintain a professional atmosphere for learning the following procedures have been developed for disciplinary action and grievances.

Disciplinary Action

Criterion:

- Repetitive clinical disciplinary problems (More than one)
- Academic Dishonesty (Automatic F in course)
- Not maintaining a 2.5 Cumulative GPA
- Not maintaining a 2.75 Major GPA
- Not following proper policies and procedures
- Not maintaining current first aid CPR certifications
- Not receiving an annual physical
- Not attending the annual OSHA Training Course
- Not meeting the field experience hour requirement
- Not attending advisor meetings
- Not demonstrating your clinical proficiency to your clinical Instructor (Maroon Folder)
- Leaving backpacks, coats and other items in the athletic training lab during field experience hours.
- Leaving miscellaneous items in your athletic training mailbox.
- Violating the Athletic Training Education Programs List Serve policies and procedures.
- Not attending UNISATO educational forums.
- Conduct unbecoming of an athletic training student.

General Disciplinary Action:

- 1st Action:
 1. Written and Verbal Warning
 2. Probation period for improvement (As determined by the program director)
 3. Contract for improvement

- 2nd Action:
 1. Written and verbal Warning
 2. Interview with program director
 3. Probation for one semester
 4. Interview with Faculty and Staff
 5. Contract for improvement

- 3rd Action:
 1. Expulsion from the program
 2. Parent notification

Academic Disciplinary Action:

- 1st Action: (GPA falls below 2.5 Cumulative or 2.75 Major)
 1. Written and Verbal Warning
 2. Probation period for one semester
 3. Interview with academic advisor
 4. Contract for improvement; must be above the criterion at the end of the next semester.

- 2nd Action: (GPA falls below 2.5 Cumulative or 2.75 Major)
 1. Written and verbal Warning
 2. Interview with program director
 3. Probation for one semester
 4. Contract for improvement; must maintain GPA criterion until graduation

- 3rd Action:
 3. Expulsion from the program
 4. Parent notification

Grievances

In the event that an athletic training student has a grievance against faculty, staff, Clinical Instructors, or fellow student the following guidelines should be considered:

Criteria for Grievance:

- Harassment
- Unfair Practices
- Dishonesty
- Lack of professionalism
- Other

Procedures:

- a. Confront the individual with the grievance so that you can assure that there is not some form of miscommunication.
- b. Try to work out the grievance with the individual.
- c. If the problem cannot be resolved, inform the individual that you are planning on filing a grievance.

- d. Fill out a grievance form (**see appendix A, p. 58**) and submit it to the program director. In the event the grievance is against the program director submit the complaint to the head athletic trainer.
- e. Once the grievance is received the faculty, staff, and president of the UNISATO will review the case and take appropriate action.

Note: In the event that one of the grievance committee is involved with this action the individual will not be on the committee for this particular problem.

Semester Proceedings

INTERVIEWS

Each semester you will have one formal interview with your academic advisor and one or more interviews with your Clinical Instructor(s). Below is an outline of what will take place during each interview.

Advisor Interviews:

At the beginning of each semester you should have an informal interview with your athletic training advisor within the first week of the semester. Please give your advisor at least 24 hours notice so that your file can be obtained from the department office. For this interview you need to bring your "Athletic training student Class Schedule" form (**see appendix A, p. 59**) and your "Policy and Procedure Commitment" form (**see appendix A, p. 62**) completed. Within this interview you will discuss your progress within the program by going over your cumulative record (**see appendix A, p. 60-61**) as well as your field experience evaluations. This interview could be a group interview with your entire class.

The first formal interview will occur towards the end of the semester before registration. Each student should make a preliminary schedule of courses they would like to take and get it approved by their advisor. Each student should follow the suggested sequence of courses.

Clinical Instructors:

Each semester you will be assigned a number of different Clinical Instructors dependent upon how many years you have been in the program. At the beginning of each field experience the supervisor will briefly discuss their expectations with you and any concerns that you might have. At the end of the field experience the supervisor will evaluate your performance and then discuss the evaluation with you.

UNISATO

The University of Northern Iowa Student Athletic Training Organization (UNISATO) is an organization that is administrated by the athletic training students. UNISATO has a long tradition of excellence. Each year UNISATO volunteers extensively throughout the community as well as being involved with on campus activities. UNISATO has a monthly meeting where they invite an allied health professional to make a presentation that will further the students education. UNISATO has several fundraisers each year to help defer the cost of the NATA annual meetings. Being involved with the UNISATO is a great way to develop leadership skills as well as creating future professional ties.

GUEST LECTURERS:

Each semester there will be a number of guest lecturers that are invited to campus. These individuals will be allied health professionals and will talk on topics that will be beneficial to the athletic training students' education. All athletic training students must attend.

ALLIED HEALTH / MEDICAL PROFESSIONAL INTERACTION:

Each semester you will have the opportunity to visit with many different allied health and medical professionals. In order to make sure that each student is getting ample opportunity to interact with these professionals it is imperative that the student completes the "Athletic Training Student Allied Health / Medical Professional Interaction" form after each observation (**See Appendix A, p.63**).

Once this form has been completed please turn it into the Athletic Training Education Program Director. Please also note that your field experience, supervisor at the time of the observation, should sign the form at the bottom.

ATHLETIC TRAINING LIST-SERVE:

The University of Northern Iowa Athletic Training Education Program List-Serve is maintained and administrated by the Director of the Athletic Training Education Program. The athletic training faculty, staff, and students utilize this list serve in order to facilitate communication with regard to the administration of the education program. This list serve is not to be used for other miscellaneous communication such as individual correspondence and other personal announcements. All faculty, staff, and students will refrain from using bad or unprofessional language or from making offensive comments towards other individuals. In the event that a member of the list -serve chooses to break this policy, he/she will be removed from the list serve for one academic year. That individual will then be responsible for acquiring all program information communicated through the list serve on his/her own.

Athletic Training Laboratory

EQUIPMENT:

The University of Northern Iowa Athletic Training Laboratory contains several pieces of expensive equipment. Athletic training students should not be using any of the equipment in the laboratory unless supervised by one of the faculty and staff. At no time should any equipment be removed from the laboratory unless supervised by one of the faculty during a clinical experience course. Equipment includes: joint models, books, videos, goniometers, computers, reflex hammers, wraps, braces, balance trainer, balance system etc... In the event that an athletic training student would like to borrow any piece of equipment from the laboratory they must see the Athletic Training Program director for permission.

COMPUTER EQUIPMENT:

The athletic training laboratory has four computers and two printers. The computers have been purchased to facilitate athletic training students' education. These computers may only be used for athletic training educational purposes and by athletic training students **only**. The computers are not to be used during field experiences unless supervised by a clinical instructor. Athletic training students are not to tamper with any of the software on the computers nor add any additional software without permission from the program director.

LABORATORY USE:

The athletic training lab is to be used mainly for research and educational purposes. Athletic training students may use the laboratory at any time when a class or research project is not taking place. The laboratory is not to be used as a cafeteria or an extension of ones apartment or dorm room. Athletic training students should not be eating, drinking, or sleeping in the laboratory at any time. Additionally, athletic training students should **never** store backpacks, coats, or other personal items in the laboratory.

The athletic training laboratory will be used as an overflow to the athletic training room on **very rare** occasions. Athletic training students are to never open the athletic training lab to perform rehab, taping, evaluations, or other related field experience activities. The athletic training lab will only be opened for overflow purposes when the head athletic trainer has determined this necessity. Then, and only then, will the lab be used during field experiences. While the lab is being used a certified staff member must be present at all times. Once the laboratory is no longer need the lab will then be closed. If any student violates these policies they will be subject to disciplinary action.

MAILBOXES:

In the athletic training laboratory there are student mailboxes. These mailboxes are to be used strictly for athletic training educational purposes. At no time should the mailboxes be used for storage of personal or non-athletic training related items. Additionally, athletic training students should not store rehab programs, forms, candy, attire, or other miscellaneous items. Mailboxes are strictly for communication purposes within our program and should be checked and emptied on a regular basis. Athletic training students choosing not to follow these procedures will have their mailbox taken away and become subject to disciplinary action.

CLEAN UP:

Athletic training students, faculty and staff should keep the laboratory clean at all times. The laboratory should be cleaned on a daily basis. Tables should be cleaned, trash emptied, and the floor swept. All equipment should be put away at the end of each day.

Awards

ATHLETIC TRAINING STUDENT OF THE MONTH

Each month one (1) athletic training student who has shown excellence within the Athletic Training Education Program will be selected as the “***Athletic training student of the Month***”.

Eligibility-

- cannot win two (2) consecutive months;
- faculty/staff athletic trainers will have the opportunity to nominate one (1) athletic training student for the award each month;

Criteria-

1. must attend UNISATO meetings and functions;
2. must dress appropriately at all times;
3. must assist other athletic training students in their field experiences
4. must actively participate in classroom activities and other outside functions.
5. must demonstrate a professional attitude at all times;
6. must demonstrate characteristics of dedication, loyalty, curiosity, responsibility, motivation, and leadership at all times;
7. must demonstrate outstanding performance in all aspects of life;

Selection committee-

- Faculty/staff athletic trainers/Clinical Instructors;

Award-

- the recipient of the award shall have his/her picture displayed in the athletic training room and on the athletic training website;

SENIOR AWARD FROM THE ATHLETIC DEPARTMENT

As a token of recognition and appreciation of all of the hard work and dedication third year athletic training students will be given a “Senior Award” during the Athletic Training Department Commencement Ceremony. The following are the requirements to obtain this award from the athletic department:

- Must have a cumulative grade point average of 2.5 or higher
- Must have an athletic training grade point average of 3.0 or higher
- Must be graduating from the University of Northern Iowa with a major in Athletic Training
- Must have been assigned to a sport at the University of Northern Iowa

- Must have accumulated a minimum of 1200 hours of field experience
- Must have demonstrated characteristics of loyalty, responsibility, curiosity, motivation, leadership and professionalism.
- Must have demonstrated knowledge in the field of athletic training.
- Must have registered for taking the National certification exam.

TERRY G. NOONAN ATHLETIC TRAINING STUDENT OF THE YEAR AWARD

Each year one of the UNI athletic training students will be named the athletic training student of the year. This award will be given to the student who has demonstrated excellence within the athletic training education program. This award will be determined by grades, work ethic, professionalism, previous awards, field experience evaluations, and peer impressions. This award will be an honor that each student should work towards.

NATA UNDERGRADUATE SCHOLARSHIP:

- **\$2000.00 award**
- Application Deadline-- February 1st
- Download application form from www.nata.org

- **Minimum Requirements:**
 - ⇒ 3.20 GPA
 - ⇒ student member of the NATA
 - ⇒ recommended by a Certified Member of the NATA

NATA POST-GRADUATE SCHOLARSHIP:

- **\$2000.00 award**
- Application Deadline-- February 1st
- Download application form from www.nata.org

- **Minimum Requirements:**
 - ⇒ senior standing
 - ⇒ 3.2 GPA
 - ⇒ student member of the NATA
 - ⇒ recommended by a Certified Member of the NATA

DISTRICT V MEMORIAL UNDERGRADUATE SCHOLARSHIP

- \$500.000 Award
- Application Deadline – January 15th
- To receive an application, contact Dr. Jeffery P. Rudy at (402) 472-5978

- **Criterion**
 - Junior Standing
 - One year within program
 - Minimum of 3.0 within major
 - Applicant cannot be receiving a full scholarship
 - Applicant must be endorsed by a Certified Athletic Trainer
 - Must be a student member of the NATA
 - Must follow all application instructions

SCHOOL OF HPELS SCHOLARSHIPS:

There are four undergraduate scholarships that athletic training majors may apply for, they are:

- **Maude E. Michael**
- **Lyle Schwarzenbach**
- **Mildred Stever**
- **Edna Vanderbeck Johnston**

In order to apply for these scholarships the student must obtain an application from the School of HPELS, which is located in the Wellness Recreation Center room 203. The scholarship award varies from year to year.