



University of Miami
Athletic Training Program
MSAT Guidelines Manual 2026-2027

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UNIVERSITY OF MIAMI NON-DISCRIMINATORY STATEMENT

It is the policy of the University of Miami that no person within the jurisdiction thereof shall, based on race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment (including all forms of sexual harassment and sexual violence) under any program or activity of the University, regardless of whether such program or activity occurs on-campus or off-campus.

ATHLETIC TRAINING PROGRAM OVERVIEW

Athletic training encompasses the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities. Athletic training is recognized by the American Medical Association (AMA) as a healthcare profession. Specifically, the certified athletic trainer has demonstrated knowledge and skill in five practice domains. Thus, the overall objectives of the AT Program are to educate students in the following Athletic Training practice domains:

1. Risk Reduction, Wellness, and Health Literacy – *Promoting healthy lifestyle behaviors with effective education and communication to enhance wellness and minimize the risk of injury and illness*
2. Assessment, Evaluation, and Diagnosis – *Implementing systematic, evidence-based assessments and evaluations to formulate valid clinical diagnoses and differential diagnoses to determine a patient's plan of care*
3. Critical Incident Management – *Integrating best practices in immediate and emergency care for optimal outcomes*
4. Therapeutic Intervention – *Rehabilitating individuals with a health condition (i.e., injury, illness, general medical condition) with the goal of achieving optimal activity and participation levels based on core concepts (i.e., fundamental knowledge and skillsets) using the applications of therapeutic exercise, modality devices, and manual techniques*
5. Health Administration and Professional Responsibility – *Integrating best practices in policy construction and implementation, documentation and basic business practices to promote optimal patient care and employee well-being*

MISSION STATEMENT

To empower students to be successful independent healthcare practitioners in Athletic Training by providing the student with the flexibility to formulate an individual educational, clinical, and research plan.

VISION STATEMENT

To create future leaders in the field of athletic training by providing an innovative, diverse, and comprehensive student-centered education.

GOALS AND OBJECTIVES

- Employ evidence-based best practices to promote optimal patient outcomes
- Develop sound critical thinking skills to build confidence as an independent healthcare practitioner
- Engage in diverse clinical experiences while collaborating as a member of the inter-professional healthcare team
- Advance and advocate for the profession of Athletic Training through scholarship, leadership, and service to the community.
- Value and implement holistic patient-centered care to diverse populations.
- Empower students to promote a healthy work-life integration

ATHLETIC TRAINING PROGRAM TECHNICAL STANDARDS

Athletic Training education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behavior.

The University of Miami School of Education and Human Development, Department of Kinesiology & Sports Sciences, awards a Master of Science Athletic Training degree to students who successfully complete the curriculum. In order to acquire the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care, candidates for the MSAT degree must have abilities and skills in five areas: observation; communication; motor; integrative conceptual and behavioral/social as well as meet the expectations of the program's accrediting agency, The Commission on Accreditation of Athletic Training Education (CAATE).

Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's power of selection and observation, and as such is not a reasonable accommodation.

Observation: The candidate must be able to observe demonstrations and participate in didactic and simulated learning opportunities in Athletic Training theory and practice for normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand.

Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation with or without assistive devices.

Communication: Candidates must communicate effectively, using English in clinical and classroom settings. Candidates must be able to elicit information from patients, describe the patient's mood, activity and posture, and perceive and accurately report nonverbal communications. A candidate must be able to communicate effectively and sensitively with coaches, administrators, patients, and their families. Communication includes not only speech but also reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes with or without assistive devices.

Motor: Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, manual positioning of body segments and other evaluative procedures. A candidate must be able to do basic screening and examinations (physiological measures such as BP, HR, respiration, blood glucose assessment, pupillary assessment, spO₂, spirometry, EKG),

diagnostic procedures (palpation, manual muscle testing, goniometry, ligament laxity testing, neurovascular evaluation, gait and postural analysis, balance assessment). A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment (individual and team performance of CPR and AED use, airway assessment and management, fracture stabilization, dislocation reduction, wound management including but not limited to application of pressure to stop bleeding, cervical spine injury stabilization and management, casting, suturing, taping and bracing, and fitting of protective equipment and assistive devices) and review X-rays. A candidate must be able to lift an adequate amount of weight (approximately 40 pounds), in order to assess and lift a patient. Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision with or without assistive devices.

Conceptual-Integrative and Quantitative Analysis: These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities in order to provide optimal patient care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral/Social Attitudes: Candidates must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to an evaluation, diagnosis and care of patients, and be able to develop mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically-taxing workloads and to function effectively under stress, both didactically and clinically. They must be able to adapt to changing environments both indoor and outdoor, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and education process.

Completion of the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) exam. Students may request accommodation to meet the technical standards must contact the Office of Disability Services prior to the start of the program or immediately upon a change in health status.

All students are held to the technical standards and are asked to review and sign upon enrollment in the Athletic Training Program. Students understand that these are considered fundamental skills for the degree and cannot be waived, even in the presence of a documented disability. If for any reason, the student's health status changes, it is the responsibility of the student to notify the program and request accommodations in a timely manner. All accommodations determined reasonable by the Office of Disability Services are adhered to by faculty, and accommodations are not awarded retroactively. (Signature form can be found in the Appendix)

LABORATORY ACCESS AND SAFETY

The Max Orovitz Building is open Mondays- Fridays 7:30 am- 6:00 pm excluding University Holidays. Students are not permitted to use therapeutic modalities, casting materials, or iStan in the Max Orovitz lab after hours unsupervised by a faculty member. If practicing skills in the lab without an instructor, it

is the student's responsibility to ensure all doors are closed and locked behind them. In addition, students are responsible for maintaining a clean environment and are expected to put away or dispose of all lab supplies when they finish class or practice. No doors in the Max Orovitz building should be propped open to ensure personnel safety and building security in compliance with university policy. A violation of this policy may result in loss of unsupervised access to the Max Orovitz Laboratory.

To ensure student and patient safety, the program ensures that electronic modalities used for therapeutic interventions are calibrated on an annual basis. Verification of calibration is documented directly on the equipment through a dated calibration sticker.

The athletic training lab should be regarded as a healthcare facility. Therefore, food is strictly prohibited in the lab at all times. If students need to eat or heat food, they may use the second-floor lounge area, which is equipped with a microwave. Beverages are allowed in the lab, but only if they are in closed containers.

ATTENDANCE

Students are expected to attend class unless they have an excused absence per university policy, illness, or an approved absence from the instructor of record. Any student who demonstrates a pattern of irregular attendance or tardiness may be required to withdraw from that course without credit, which may affect the student's ability to matriculate. If students anticipate a prolonged absence, they must contact the program director immediately. If a student is ill and absent for more than two days, it is expected that they have sought medical attention for their illness and may be asked to provide appropriate documentation upon request. Prolonged absence from class or clinical experiences may impact the completion of course requirements and may result in receiving an "I", medical withdrawal, and/or delay the student's matriculation through the program.

UNIVERSITY APPROVED REASONS FOR ABSENCES

Participation in an activity approved by the Academic Deans Policy Council, such as musical and debate activity, R.O.T.C. function, or varsity athletic trip; involvement in a special academic activity such as a field trip or other special event connected with academic coursework. Verification of a student's participation shall be issued by the sponsor when authorized by the Office of the Executive Vice President and Provost. Religious Holiday Policy: A student may take off any religious holiday if the student discloses their specific intentions to the faculty member in writing within the first three days of the class meeting. Absences due to the observance of religious holy days that are not pre-arranged with the relevant faculty member within the first three class days may be considered unexcused

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Office of Disability Services (ODS) is the primary university office responsible for the coordination of auxiliary aids and services for students with disabilities. Please visit our **website** for more information.

Please visit

[https://bulletin.miami.edu/general-university-information/university-policies/student-services/academic-resource-center/disability-services/#:~:text=Office%20of%20Disability%20Services%20\(ODS\)&text=Individuals%20with%20disabilities%20must%20request,documentation%20provided%20by%20the%20individual](https://bulletin.miami.edu/general-university-information/university-policies/student-services/academic-resource-center/disability-services/#:~:text=Office%20of%20Disability%20Services%20(ODS)&text=Individuals%20with%20disabilities%20must%20request,documentation%20provided%20by%20the%20individual)
for more information.

The Office of Disability Services (ODS) provides academic accommodations and support to ensure that students with disabilities are able to access and participate in the opportunities available at the University of Miami. Individuals with disabilities must request academic accommodation through the Office of Disabilities Services. Accommodations are determined on a collaborative and case-by-case basis and are based on the documentation provided by the individual. ODS staff will work collaboratively with students to determine what academic adjustments and educational auxiliary aids are reasonable to ensure that students with disabilities are not subject to discrimination.

Information is available to prospective and enrolled students, their parents and/or sponsors. ODS staff can be reached at 305-284-2374 (Voice) or 305-284-1999 (Fax). Office hours are 8:30 am to 5:00 pm, Monday through Friday. Individuals may **email the office staff** for quick responses to questions.

The following deadline dates apply for all requests for academic accommodations through the Office of Disabilities Services:

Item	Deadline
Fall Semester	June 1st
Spring Semester	December 1st
Summer Semester	6 weeks prior to first day of class

To request accommodations:

<https://camnercenter.miami.edu/disability-services/request-services/index.html>

*Exam Scheduling: A minimum of 7 days' advance notice is required to schedule exams via Accommodate. Failure to schedule in advance may result in no accommodations being available for that exam.

Grievance Procedure

The University of Miami, through the Office of Disability Services, has adopted a grievance procedure providing prompt resolution of complaints by persons who believe they have been subjected to discrimination based upon their disability.

All complaints must be directed to the University of Miami, Office of Disability Services, P.O. Box 249003, Coral Gables, Florida. 33124 and addressed to the Director of the Camner Center for Academic Resources.

- All complaints must be in writing and must contain the name and address of the complainant. In the grievance, the student or individual must set forth specific facts in support of his/her complaint. All grievances must be signed by the student or individual.
- All grievances must be filed within 90 days of the alleged discriminatory event. If the complaint involves the denial of a student's request for auxiliary aids and services or other modifications, the grievance must be filed within ten (10) days after the student receives notification that their request for auxiliary aids and services or other modifications has been denied. All additional documentation regarding your appeal must be submitted at the time of the individual's appeal request.

- The grievance will be reviewed and adjudicated by the Director of the Camner Center for Academic Resources, or her designee (the "Director"). In no event, will the designee be the same individual who made the initial determination as to the request for auxiliary aids, services, or other modifications or accommodations.
- An investigation, if deemed appropriate by the Director, will be conducted by the Director following receipt of the grievance. The Director may review information and documentation contained in a student's file and/or any other information an individual may submit in support of his/her grievance.
- Within twenty (20) days of the receipt of the grievance, the grieving party will receive a written decision from the Director.
- The decision of the Director of the Camner Center for Academic Resources shall be considered as the final decision on the matter.

Retaliation against a person who files a grievance or opposes a policy he/she believes to be discriminatory is prohibited.

Persons may contact the Assistant Director of Disability Services, who is responsible for coordinating the University of Miami's 504 compliance efforts at (305) 284- 2374 (P.O. Box 249003, Coral Gables, Florida, 33124), with any questions or concerns.

Individuals, who believe that they were subjected to discrimination on the basis of disability by the University of Miami, are encouraged to use the grievance procedure to resolve their concerns. Individuals may file a complaint directly with the U.S. Department of Education, Office for Civil Rights, at 61 Forsyth St., Southwest, Suite 19T10 Atlanta, GA 30303. To file a complaint with the State of Florida, contact the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400.

<https://camnercenter.miami.edu/disability-services/disability-policies-procedures/accommodation/index.html>

HONOR CODE

The School of Education and Human Development follows the Graduate School's Honor Code. All students are required to review the Graduate Student Honor Code and the School of Education and Human Development's Handbook of Policies and Procedures for Graduate Students and submit the signed Acknowledgement of Receipt by the end of their first semester of enrollment. Students will be provided with a copy of The University of Miami's Graduate Student Handbook and School of Education and Human Development Handbook of Policies and Procedures for Graduate Students during or prior to their first semester of enrollment.

https://www.grad.miami.edu/_assets/pdf/graduate_student_honor_code.pdf#:~:text=This%20Code%20is%20established%20for%20the%20graduate,other%20deception%20regarding%20the%20materials%20they%20present.

ADMISSION REQUIREMENTS

Admission to all graduate degree concentrations in the School of Education and Human Development is based on the recommendation of the faculty. Admissions decisions are based on faculty review of the general requirements that apply to all Graduate Programs in the School as well as specific documents listed under additional program requirements and prerequisites. General requirements include, not

limited to, (1) B.A. or B.S. in exercise science/kinesiology or a related field, exceptions can be made at the discretion of the Program Director, (2) minimum 3.0 cumulative GPA.

Additional Program Requirements:

- A minimum of 100 observation experience hours (volunteer hours or work hours) with an Athletic Trainer are required; Physician (MD or DO), Physical Therapist, or Physiotherapist hours may be counted toward your observation hour requirement at the discretion of the Program Director. Please email documentation of your 100 hours to sehgradadmissions@miami.edu or m.aldousany@umiami.edu.
- Three letters of recommendation are required, one of which must be written by an Athletic Trainer.
- An interview may be required for admission.
- Applicants must be enrolled in, have completed, or have an established pre-approved enrollment plan in the prerequisite coursework listed below prior to acceptance and/or enrollment (Please contact the Program Director for course equivalency information)
- Pre-approved enrollment plans, at the discretion of the Program Director, may allow for scheduled completion of clinical observation hours or prerequisite coursework.
- Applicants will be notified, as appropriate, of admission decision

Required prerequisite coursework for admissions (At the undergraduate or graduate level):

- Anatomy & Physiology (Separate or combined a minimum of 6 credits)
- Biology: Introduction
- Chemistry: Introduction
- Introduction to Physics
- Psychology: Intro to Psychology or Sports Psychology (preferred)
- CPR Certification is required. Students must have proof of current certification before the start of classes and maintain certification throughout the program.

*International coursework equivalents will be considered for approval at the discretion of the Program Director.

Recommended foundational coursework for admissions: The following courses are suggested in foundational areas of knowledge that are included in the curriculum of the MSAT program. However, introductory courses in the areas below may provide the student with extra preparation for the rigorous graduate coursework of the MSAT program. Therefore, these courses are suggested but not required for admissions or for completion of the degree program:

- Nutrition: Introduction to Nutrition or Sports Nutrition
- Exercise Physiology
- Kinesiology and/or Biomechanics
- Introduction to Statistics
- Care & Prevention of Athletic Injuries, Intro to Athletic Training, or Equivalent

<https://kin.edu.miami.edu/graduate/masters/at-msat/admission-requirements/index.html>

GUIDELINES FOR TRANSFER STUDENTS

Upon recommendation of the major program and the approval of the Graduate School, a maximum of 6 credit hours of graduate coursework, with grades of B or above, may be transferred from another accredited graduate institution, in partial satisfaction of a master's degree requiring less than 36 credit hours. 9 credit hours of graduate coursework may be approved for transfer to a degree program requiring 36 credit hours or more. Work taken more than six years prior to transfer will not be accepted. All work transferred is subject to examination by the program. Any student wishing to transfer credit hour must first be admitted to a graduate program at the University of Miami. The satisfaction of the requirements of another university does not relieve the student from the University of Miami's requirements. An official transcript of work to be transferred must be on file in the Graduate Office. Credit hours that pertain to or have been counted toward another degree cannot be transferred. Students enrolled in the Master of Business Administration program are not eligible for credit hour transfers. Exceptions must be approved by the dean of the Graduate School. No transferred credit hours are calculated into the University of Miami GPA.

SEHD- BASED TUITION WAIVERS:

https://www.edu.miami.edu/_assets/pdf/sehd_handbook1.pdf

The School of Education and Human Development provides tuition waivers to Ph.D. and Ed.D. doctoral students, and to a limited number of master's degree students. These waivers are included in the admissions letter to a particular student.

While receiving a tuition waiver, a graduate student is expected to:

- Maintain adequate and continuous progress in her or his program of study;
- Maintain a record that is largely free of grades of incomplete and/or that fall below the Graduate Schools and program's minimum-grade requirements;
- Maintain a cumulative Grade Point Average that is at or above 3.0;
- Be continuously enrolled.

All forms of SEHD-provided tuition waivers are limited to:

- A maximum of five years' duration, regardless of a student's time to completion; students enrolled in the Ph.D. counseling program may have longer to use their tuition waivers.
- Only those courses that appear on a student's approved program of study or course sequence plan; specifically, tuition-based waivers may not be used to: o retake courses (or take substitutes) regardless the reason, including but not limited to courses that are dropped after the final day for 100% refund, courses for which a grade of incomplete (I) was not removed within the one year limit, courses for which a student earned a final grade that is below the UM Graduate School minimum acceptable grade (currently, a grade of C is the minimum acceptable grade a student may earn) and/or core courses in a program for which students must earn a minimum grade higher than the Graduate School's minimum (currently, some programs require a minimum grade of B on some of their core courses); o take courses that students are required to maintain continuous enrolled after they have completed their program of study or course sequence plan but have not yet graduated; specifically, these courses are XXX820 or XXX825 (for master's candidates) and XXX850 (for doctoral students).

Tax Liability Please note that SEHD-based tuition waivers may carry potential tax liabilities that are in keeping with IRS rules and regulations. The student is responsible for all tax liabilities that come with these awards. Please consult with a qualified tax preparer or attorney. To learn more, please refer to IRS Publication 970 (Tax Benefits for Education) on the IRS website.

BACKGROUND CHECK

All new students enrolled in the Athletic Training Program must complete a Background Check through American Databank (Complio). This background check is required for placement in clinical rotations. The background check must be completed during the first semester in the athletic training program prior to beginning clinical experience. Once the student has created an American Databank account they will select and order the In-State or Out-of-State Background Check package which includes a drug screening. Once the student has completed the background check, the results will be made available to the Coordinator of Clinical Education and Program Director. If you have any concerns regarding a potential flag on your background check, please discuss this with the Coordinator of Clinical Education prior to submitting an order for the background check. An additional background check at the cost of the student may be requested by individual clinical rotations affiliated with the UM MSAT Program.

DRUG SCREENING

The University of Miami Master of Science in Athletic Training Program prohibits the use, possession, or dissemination of narcotics or other mind-altering drugs, other than those medically prescribed, properly used, and in the original prescription container, by students on university property or while on university business. The program's goal is to ensure that individuals who provide patient care are not under the influence of any substances that can impair their ability or judgment. To that end, University of Miami Master of Science in Athletic Training Program enforces a zero-tolerance policy with regards to student impairment from drugs or alcohol at clinical sites or while in class, and thus any unlawful possession, use, manufacture, or distribution of controlled or illegal substances or alcohol by any student while on campus or at a clinical site shall be considered substance abuse or possible dependency and may constitute cause for termination from the program. University of Miami Master of Science in Athletic Training Program students are expected to read and comply with this Student Substance Abuse Policy. A signed copy of the policy is an indication that the policy has been read and understood.

Drug Testing Policy

All students will undergo drug testing as a part of their admission and continued enrollment in the athletic training program while engaged in providing patient care at clinical experiences. A minimum of one 10 panel drug screen is required through American Data Bank. The screening will be conducted during the first semester in the program prior to beginning clinical experience. The drug screening process may involve the collection of urine, blood, or hair samples to detect the presence of substances which may cause impairment. If a student receives an e-mail from the Coordinator of Clinical Education directing them to be drug tested, the student must submit their specimen at a designated American Data Bank collection site or other designated drug screening location within 24 hours of notification. Students that fail to submit a sample within this time frame may be withdrawn from clinical courses and subject to further disciplinary action, including a delay in matriculation or dismissal. Students will be responsible for the cost of the drug screenings which are part of the background check that must be completed prior to the start of clinical experiences, as well as for the cost of any future drug tests as requested by the program or clinical sites.

CLASSROOM DECORUM

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty and students have a joint responsibility to develop and maintain an optimal learning environment. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for

student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate, and enforce reasonable expectations of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion, or disagreement, but rather to promote respectful interactions. If the instructor of record determines that a student's behavior is disruptive to the learning environment, the student may be asked to leave the classroom which may result in missed material or assignments that may negatively impact the student's course grade and/or result in an "incomplete" at the discretion of the instructor. An "incomplete" grade in the course may delay matriculation and/or graduation.

DRESS CODE GUIDELINES

- All students must be readily identified as an athletic training student during clinical experiences. A nametag will be provided by the program to be always worn during clinical experiences
- Students must abide by designated dress code, which can vary by clinical site
- Some clinical sites may require specific apparel, which may carry an additional expense for the student
- A UM Athletic Training polo shirt is required for programmatic events
- Clothing that identifies a student as belonging to the UM Athletic Training Program is not permitted to be worn at social events outside program sponsored activities.
- In class dress code guidelines are up to the discretion of the instructor based on planned classroom and laboratory activities.

ATHLETIC TRAINING CURRICULUM:

Class of 2028 ONLY (total credit hours 60):

- KIN 657 Diagnostic Imaging Techniques in Sports Medicine (2)
- KIN 663 foundations of Athletic Training (3)
- KIN 664 Orthopedic Assessment 1: Pathophysiology of Injuries (3)
- KIN 665 Orthopedic Assessment 2: Examination of the Musculoskeletal System (3)
- KIN 671 Critical Incident Management (3)
- KIN 672 Critical Incident Management Lab (3)
- KIN 674 Orthopedic Assessment Lab 1 (3)
- KIN 675 Orthopedic Assessment Lab (3)
- KIN 681 Pathophysiology of General Medical Conditions and Pharmacology (3)
- KIN 682 Clinical Pathology and Immediate Care (3)
- KIN 688 Advanced Gross Anatomy in Kinesiology and Sport Sciences (3)
- KIN 711 Therapeutic Interventions 2 (3)
- KIN 714 Therapeutic Interventions (3)
- KIN 715 Evidence-Based Sports Medicine and Research Methods (3)
- KIN 716 Advanced Rehabilitation Techniques in Athletic Training (3)
- KIN 717 Applied Clinical Techniques in Athletic Training (3)
- KIN 718 Administration and Professional Development (2)

- KIN 720 Practicum in Athletic Training (1)
- KIN 721: Independent Study 1: Clinical Internship Experience (1)
- KIN 722: Practicum in Athletic Training 2 (1)
- KIN 724 Practicum in Athletic Training 3 (1)
- KIN 752 Patient- Centered Care: Integrating Patient Values into Practice (1)
- KIN 763: Seminar and Special Topics in Athletic Training (2)
- KIN 764: Athletic Training Clinical Field Experience (1)
- KIN 766: Research in Athletic Training (3)

Class of 2027 ONLY (total credit hours 60):

- KIN 625 Applied Biomechanics in Athletic Training (3)
- KIN 660 Athletic Training Clinical Skills (3)
- KIN 663 Foundations of Athletic Training (3)
- KIN 664 Orthopedic Assessment 1 (3)
- KIN 665 Orthopedic Assessment 2 (3)
- KIN 674 Orthopedic Assessment Lab (2)
- KIN 675 Orthopedic Assessment Lab (2)
- KIN 682 Clinical Pathology and Primary Care (3)
- KIN 688 Advanced Gross Anatomy in Kinesiology & Sport Sciences (3)
- KIN 714 Therapeutic Interventions (3)
- KIN 715 Evidence Based Sports Medicine and Research (3)
- KIN 716 Advance Rehab Techniques in Athletic Training (3)
- KIN 717 Applied Clinical Techniques in AT (3)
- KIN 718 Administration and Professional Development (2)
- KIN 720 Practicum 1 in Athletic Training (1)
- KIN 721 Independent Study: Clinical Internship Experience (1)
- KIN 722 Practicum 2 in Athletic Training (2)
- KIN 724 Practicum 3 in Athletic Training (3)
- KIN 763 Seminar and Special Topics in Athletic Training (3)
- KIN 764 Athletic Training Clinical Field Experience (6)
- KIN 766 Research in Athletic Training (3)
- Elective Courses students must choose one:
 - KIN 624 Athletic Training Techniques Manual Therapy (2)
 - KIN 657 Diagnostic Imaging Techniques in Sports Medicine (2)

SAMPLE COURSE SEQUENCE

Class of 2028 forward only

Summer Year One:

Summer B: KIN 752 Patient- Centered Care: Integrating Patient Values into Practice (1)

Summer C: KIN 663 Foundations of Athletic Training (3)

Summer D: KIN 688 Advanced Gross Anatomy in Kinesiology and Sport Sciences (3)

Fall Year One:

KIN 674 Orthopedic Assessment Lab 1 (3)

KIN 664 Orthopedic Assessment 1: Pathophysiology of Injuries (3)

KIN 671 Critical Incident Management (3)

KIN 672 Critical Incident Management Lab (3)

KIN 720 Practicum in Athletic Training (1)

Spring Year One:

KIN 665 Orthopedic Assessment 2: Examination of the Musculoskeletal System (3)

KIN 675 Orthopedic Assessment Lab (3)

KIN 681 Pathophysiology of General Medical Conditions and Pharmacology (3)

KIN 711 Therapeutic Interventions 2 (3)

KIN 714 Therapeutic Interventions (3)

KIN 722: Practicum in Athletic Training 2 (1)

Summer Year Two:

Summer A:

KIN 657 Diagnostic Imaging Techniques in Sports Medicine (2)

KIN 715 Evidence-Based Sports Medicine and Research Methods (3)

Summer B:

KIN 721: Independent Study 1: Clinical Internship Experience (1)

KIN 763: Seminar and Special Topics in Athletic Training (2)

Fall Year Two

KIN 766: Research in Athletic Training (3)

KIN 724 Practicum in Athletic Training 3 (1)

KIN 716 Advanced Rehabilitation Techniques in Athletic Training (3)

KIN 717 Applied Clinical Techniques in Athletic Training (3)

KIN 718 Administration and Professional Development (2)

Spring Year Two

KIN 764: Athletic Training Clinical Field Experience (1)

*This program of study and course advising plan is subject to change.

Sample Plan of Study Class of 2027 ONLY:

Summer I (Summer B)	Cr.
KIN 663 Foundations of Athletic Training 1	3
KIN 660 Athletic Training Clinical Skills	3
<i>Total Credits</i>	6

Fall	Cr.	Spring	Cr.
KIN 720 Practicum in Athletic Training 1	1	KIN 722 Practicum in Athletic Training 2	2
KIN 688 Advanced Gross Anatomy in Kinesiology & Sport Sciences	3	KIN 625 Applied Biomechanics in Athletic Training	3
KIN 664 Orthopedic Assessment 1: Examination of Musculoskeletal Systems of the Lower Extremity and Spine	3	KIN 665: Orthopedic Assessment 2: Examination of the Musculoskeletal Systems of the Upper Extremity and Spine	3
KIN 674 Orthopedic Assessment Lab 1	2	KIN 675 Orthopedic Assessment Lab 2	2
KIN 682 Clinical Pathology & Primary Care	3	KIN 714 Therapeutic Interventions	3
<i>Total Credits</i>	12		13

Summer II (Summer A and/or B)	Cr.
KIN 721 Independent Study 1: Clinical Internship Experience	1
KIN 715 Evidence Based Sports Medicine	3

Electives <i>Students must one elective course listed below</i>	Cr.
KIN 657 Diagnostic Imaging Techniques in Sports Medicine KIN 624 Athletic Training Techniques - Manual Therapy	2
Total Credits	6

Fall	Cr.	Spring	Cr.
KIN 724 Practicum in Athletic Training 3	3	KIN 764 Athletic Training Clinical Field Experience	6
KIN 716 Advanced Rehabilitation Techniques in Athletic Training	3	KIN 763 Seminar and Special Topics in Athletic Training	3
KIN 717 Applied Clinical Techniques in Athletic Training	3		
KIN 718 Administration & Professional Development	2		
KIN 766 Research in Athletic Training	3		
Total Credits	14		9

COURSE DESCRIPTIONS (CLASS OF 2027 ONLY)

KIN 624. Athletic Training Techniques - Manual Therapy. 2 Credit Hours.

This course will introduce theoretical concepts and hands-on techniques to mobilize joints and soft tissue in order to modulate pain, facilitate healing, and restore mobility and function.

KIN 625. Applied Biomechanics in Athletic Training. 3 Credit Hours.

In-depth study of the human skeletal and muscular systems with a focus on the mechanics of movement as related to physical activity, sports, and athletics

KIN 657. Diagnostic Imaging Techniques in Sports Medicine. 2 Credit Hours.

This course is designed as an elective for undergraduate KIN students or graduate students. The basic physics of radiological imaging will be covered including radiology, fluoroscopy, CT scan, ultrasound, MRI, and nuclear medicine including image archiving. Normal anatomy will be compared to the corresponding radiographic anatomy. Common sports injuries will be evaluated by multiple radiographic modalities and will be correlated with the clinical condition. Discussion will include bony pathology as well as soft tissues such as ligaments, tendons, and menisci.

KIN 660. Athletic Training Clinical Skills. 3 Credit Hours.

This course will include a focus on emergency preparedness and readiness through patient simulation. Clinical Skills covered will include taping/wrapping, splinting, spine boarding/ transport techniques, wound care, and patient assessment. As part of this course students will obtain American Heart Association BLS CPR/AED certification for the Health Care Providers (or approved equivalent).

KIN 663. Foundations of Athletic Training. 3 Credit Hours.

This course will cover foundational knowledge in Athletic Training with an emphasis on health promotion and injury/disease prevention. Medical Terminology, Documentation, Public Health, Nutrition, Health and Wellness, environmental conditions, immediate care, and Exercise Physiology will be covered. An introduction to, basic injury management and knowledge of common imaging is presented.

KIN 664. Orthopedic Assessment 1: Examination of Musculoskeletal Systems of the Lower Extremity and Spine. 3 Credit Hours.

Students will be prepared to examine a patient with a lower extremity musculoskeletal condition by obtaining a pertinent history from the patient, performing relevant systems review, and by selecting appropriate diagnostic tests and measures. The student will be able to synthesize examination data to complete the lower extremity orthopedic evaluation and engage in the diagnostic process.

KIN 665. Orthopedic Assessment 2: Examination of the Musculoskeletal Systems of the Upper Extremity and Spine. 3 Credit Hours.

Students will be prepared to examine a patient with a lower extremity musculoskeletal condition by obtaining a pertinent history from the patient, performing relevant systems review, and by selecting appropriate diagnostic tests and measures. The student will be able to synthesize examination data to complete the upper extremity orthopedic evaluation and engage in the diagnostic process.

KIN 674. Orthopedic Assessment Lab 1. 2 Credit Hours

Techniques used to evaluate orthopedic and sport injuries occurring to the Lower Extremity and Spine will be covered

KIN 675. Orthopedic Assessment Lab 2. 2 Credit Hours

Techniques used to evaluate orthopedic and sport injuries occurring to the Upper Extremity and Spine will be covered

KIN 682. Clinical Pathology and Primary Care. 3 Credit Hours.

This course will focus on the pathology of non-orthopedic conditions including medical emergencies. Students will be able to recognize common injuries and illnesses, provide treatment interventions, and

make medical referrals and transport decisions when necessary. Pre-requisite: KIN663 and Current AHA BLS CPR/AED certification for the Health Care Providers (or approved equivalent as determined by ECC requirements from the BOC).

KIN 688. Advanced Gross Anatomy in Kinesiology and Sport Sciences. 3 Credit Hours.

Human dissection of the major muscles, arteries, and nerves of the body. This course is held at the Medical Campus, cadaver laboratory. Special consideration is given to injury sites in sports such as the knee, shoulder, elbow, neck and spinal areas. Students are required to pay a \$100 laboratory fee for the class. This course is to be taken by Athletic Training majors only.

KIN 714. Therapeutic Interventions. 3 Credit Hours.

Students will acquire the theoretical knowledge necessary for the clinical application of therapeutic exercise, modalities, and evidenced based rehabilitation programs. Principles of therapeutic exercise, open and closed chain exercise, muscle re-education, and special therapeutic techniques such as aquatic therapy. In addition, students will apply specific physiological effects, therapeutic indications, and contraindications associated with thermal, mechanical, electromagnetic, and acoustic modalities.

KIN 715. Evidence-Based Sports Medicine and Research Methods. 3 Credit Hours.

The student will learn the systematic approach to creating and answering clinical questions through review and application of existing research. Students will learn how to develop a relevant clinical question using a pre-defined question format, use standard criteria or developed scales to critically appraise the structure, rigor, and overall quality of research studies, and determine the effectiveness and efficacy of an athletic training intervention. Students will also learn the theoretical foundation of clinical outcomes assessment and the standard methods of outcomes assessment in athletic training clinical practice.

KIN 716. Advanced Rehabilitation Techniques in Athletic Training. 3 Credit Hours.

This is an advanced athletic training course designed to enhance the athletic trainer's ability to plan and implement a comprehensive sports injury rehabilitation program based on the sequential events of musculoskeletal tissue healing. Discussion focuses on the development of a conceptual model for sports injury rehabilitation which incorporates rehabilitation phases, intervention goals, and progression criteria. Application of the problem-oriented approach to the management of athletic injuries is a predominant theme throughout this course

KIN 717. Applied Clinical Techniques in Athletic Training. 3 Credit Hours.

This clinical laboratory course focuses on athletic training skills utilized in the diagnosis and treatment of primary care of patients. Students will become proficient in utilizing diagnostic tools and tests. In addition, students will become proficient in wound care, suturing, initiating and maintaining appropriate intravenous (IV) therapies and the collecting, handling, and processing of blood specimens for analysis.

KIN 718. Administration and Professional Development. 2 Credit Hours.

Concepts of legal liability, insurance, budget/financial management, human resources, inventory control, facilities design and maintenance will be addressed. This course will enable the student to understand reimbursement guidelines; understand medical delivery systems, health care policy, and legislation in the United States. In addition, students will learn the basics related to accounting, billing, coding,

accounts payable, and risk management.

KIN 720. Practicum in Athletic Training. 1 Credit Hour.

Clinical education and field experience in a healthcare setting. Students are assigned to a licensed health care professional who will serve as the student's preceptor. Students will learn alongside their preceptors as they are exposed to the role, and function of a health care provider while practicing clinical skills with a variety of patient populations. In addition, students will meet for scheduled in-services and clinical labs with a focus on general medical conditions. Prerequisite: KIN 663 Foundations of Athletic Training

KIN 721. Independent Study 1: Clinical Internship Experience. 1 Credit Hours.

This elective internship course will allow students to seek a professional Athletic Training internship in a particular area of clinical interest under the supervision of a licensed/certified health care clinician.

KIN 722. Practicum in Athletic Training 2. 2 Credit Hours.

Clinical education and field experience in a healthcare setting. Students are assigned to a licensed athletic trainer who will serve as the student's preceptor. Students will learn alongside their preceptors as they are exposed to the role and function of an athletic trainer while practicing clinical skills with a variety of patient populations. In addition, students will meet for scheduled in-services and clinical labs with a focus on utilizing Interprofessional Education (IPE) and simulation to enhance physical evaluation and assessment skills.

KIN 723. Independent Study 2: Research Experience. 2 Credit Hours.

This elective research experience course will allow students to pursue research in an area of particular interest under the supervision of a faculty member.

KIN 724. Practicum in Athletic Training III. 3 Credit Hours.

Clinical education and field experience in a healthcare setting. Students are assigned to a licensed health care professional who will serve as the student's preceptor. Students will learn alongside their preceptors as they are exposed to the role, and function of a health care provider while practicing clinical skills with a variety of patient populations. In addition, students will meet for scheduled in-services and clinical labs with a focus on integrating athletic training knowledge and skills through Simulation and Interprofessional Education (IPE).

KIN 763. Seminar and Special Topics in Athletic Training. 3 Credit Hours.

Scenarios and subject matter that will help facilitate the student's transition to practice will be emphasized. There will be a focus on current issues and emerging topics and technologies in the healthcare profession. Students will prepare for class discussion by reviewing assigned readings from professional journals and other pertinent sources. Class sessions will consist of lectures, laboratories, and discussion sessions. Also, career development and responsibility topics such as leaderships, entrepreneurship, ethics, patient values, diversity and cultural competency.

KIN 764. Athletic Training Clinical Field Experience. 6 Credit Hours.

This course is an immersive clinical education experience, where Athletic Training students under the supervision of a preceptor will demonstrate the ability to integrate knowledge and skills with clinical problem-solving while assuming professional like roles in various clinical patient care settings. Students

will be required to post weekly reflections in an electronic journal and to attend scheduled webinars.

KIN 765. Teaching Assistant Training in Kinesiology. 2 Credit Hours.

This course involves training and teaching assistant experience under the supervision of faculty. Students will have the opportunity to assist faculty in the teaching of workshops, clinical laboratory and/or undergraduate theory courses offered in the Kinesiology department.

KIN 766. Research in Athletic Training. 2 Credit Hours.

This course is an advanced study of a particular theme or topic in the athletic training field including a research topic, current professional issues of relevance to certified athletic trainers and other sports medicine/allied healthcare professionals.

COURSE DESCRIPTIONS (CLASS OF 2028 FORWARD)

KIN 657. Diagnostic Imaging Techniques in Sports Medicine. 2 Credit Hours.

This course is designed as an elective for undergraduate KIN students or graduate students. The basic physics of radiological imaging will be covered including radiology, fluoroscopy, CT scan, ultrasound, MRI, and nuclear medicine including image archiving. Normal anatomy will be compared to the corresponding radiographic anatomy. Common sports injuries will be evaluated by multiple radiographic modalities and will be correlated with the clinical condition. Discussion will include bony pathology as well as soft tissues such as ligaments, tendons, and menisci.

KIN 663. Foundations of Athletic Training. 3 Credit Hours.

This course will cover foundational knowledge in Athletic Training with an emphasis on health promotion and injury/disease prevention. Medical Terminology, Documentation, Public Health, Nutrition, Health and Wellness, environmental conditions, immediate care, and Exercise Physiology will be covered. An introduction to, basic injury management and knowledge of common imaging is presented.

KIN 664. Orthopedic Assessment 1: Examination of Musculoskeletal Systems of the Lower Extremity and Spine. 3 Credit Hours.

Students will be prepared to examine a patient with a lower extremity musculoskeletal condition by obtaining a pertinent history from the patient, performing relevant systems review, and by selecting appropriate diagnostic tests and measures. The student will be able to synthesize examination data to complete the lower extremity orthopedic evaluation and engage in the diagnostic process.

KIN 665. Orthopedic Assessment 2: Examination of the Musculoskeletal Systems of the Upper Extremity and Spine. 3 Credit Hours.

Students will be prepared to examine a patient with a lower extremity musculoskeletal condition by obtaining a pertinent history from the patient, performing relevant systems review, and by selecting appropriate diagnostic tests and measures. The student will be able to synthesize examination data to complete the upper extremity orthopedic evaluation and engage in the diagnostic process.

KIN 671. Critical Incident Management. 3 Credit Hours.

This course will include a focus on emergency preparedness and readiness to respond to emergency situations. Students will learn to integrate best practices in immediate and emergency care to optimize patient outcomes.

KIN 672. Critical Incident Mgmt. LAB. 3 Credit Hours.

This course will include a focus on emergency preparedness and readiness to respond to emergency situations. Students will engage in hands-on laboratory experiences and simulations surrounding critical incident management.

KIN 674. Orthopedic Assessment Lab 1. 3 Credit Hours

Techniques used to evaluate orthopedic and sport injuries occurring to the Lower Extremity and Spine will be covered

KIN 675. Orthopedic Assessment Lab 2. 3 Credit Hours

Techniques used to evaluate orthopedic and sport injuries occurring to the Upper Extremity and Spine will be covered

KIN 681. Pathophysiology of General Medical Conditions and Pharmacology. 3 Credit Hours.

This course will focus on the pathology of general medical conditions and provide an introduction to the basis principles of pharmaceutical intervention and the implications for rehabilitation.

KIN 682. Clinical Pathology and Primary Care. 3 Credit Hours.

This course will focus on the pathology of non-orthopedic conditions including medical emergencies. Students will be able to recognize common injuries and illnesses, provide treatment interventions, and make medical referrals and transport decisions when necessary. Pre-requisite: KIN663 and Current AHA BLS CPR/AED certification for the Health Care Providers (or approved equivalent as determined by ECC requirements from the BOC).

KIN 688. Advanced Gross Anatomy in Kinesiology and Sport Sciences. 3 Credit Hours.

Human dissection of the major muscles, arteries, and nerves of the body. This course is held at the Medical Campus, cadaver laboratory. Special consideration is given to injury sites in sports such as the knee, shoulder, elbow, neck and spinal areas. Students are required to pay a \$100 laboratory fee for the class. This course is to be taken by Athletic Training majors only.

KIN 711. Therapeutic Intervention 2. 3 Credit Hours.

Students will acquire the theoretical knowledge necessary for the clinical application of therapeutic modalities. Principles of electrophysics and biophysics, specific physiological effects and therapeutic indications and contraindications associated with cryotherapy, paraffin, ultrasound, electrotherapeutic and hydrotherapeutic modalities, intermittent compression, massage, and other contemporary modalities will be discussed.

KIN 714. Therapeutic Interventions. 3 Credit Hours.

Students will acquire the theoretical knowledge necessary for the clinical application of therapeutic exercise, modalities, and evidenced based rehabilitation programs. Principles of therapeutic exercise, open and closed chain exercise, muscle re-education, and special therapeutic techniques such as aquatic therapy. In addition, students will apply specific physiological effects, therapeutic indications, and

contraindications associated with thermal, mechanical, electromagnetic, and acoustic modalities.

KIN 715. Evidence-Based Sports Medicine and Research Methods. 3 Credit Hours.

The student will learn the systematic approach to creating and answering clinical questions through review and application of existing research. Students will learn how to develop a relevant clinical question using a pre-defined question format, use standard criteria or developed scales to critically appraise the structure, rigor, and overall quality of research studies, and determine the effectiveness and efficacy of an athletic training intervention. Students will also learn the theoretical foundation of clinical outcomes assessment and the standard methods of outcomes assessment in athletic training clinical practice.

KIN 716. Advanced Rehabilitation Techniques in Athletic Training. 3 Credit Hours.

This is an advanced athletic training course designed to enhance the athletic trainer's ability to plan and implement a comprehensive sports injury rehabilitation program based on the sequential events of musculoskeletal tissue healing. Discussion focuses on the development of a conceptual model for sports injury rehabilitation which incorporates rehabilitation phases, intervention goals, and progression criteria. Application of the problem-oriented approach to the management of athletic injuries is a predominant theme throughout this course

KIN 717. Applied Clinical Techniques in Athletic Training. 3 Credit Hours.

This clinical laboratory course focuses on athletic training skills utilized in the diagnosis and treatment of primary care of patients. Students will become proficient in utilizing diagnostic tools and tests. In addition, students will become proficient in wound care, suturing, initiating and maintaining appropriate intravenous (IV) therapies and the collecting, handling, and processing of blood specimens for analysis.

KIN 718. Administration and Professional Development. 2 Credit Hours.

Concepts of legal liability, insurance, budget/financial management, human resources, inventory control, facilities design and maintenance will be addressed. This course will enable the student to understand reimbursement guidelines; understand medical delivery systems, health care policy, and legislation in the United States. In addition, students will learn the basics related to accounting, billing, coding, accounts payable, and risk management.

KIN 720. Practicum in Athletic Training. 1 Credit Hour.

Clinical education and field experience in a healthcare setting. Students are assigned to a licensed health care professional who will serve as the student's preceptor. Students will learn alongside their preceptors as they are exposed to the role, and function of a health care provider while practicing clinical skills with a variety of patient populations. In addition, students will meet for scheduled in-services and clinical labs with a focus on general medical conditions. Prerequisite: KIN 663 Foundations of Athletic Training

KIN 721. Independent Study 1: Clinical Internship Experience. 1 Credit Hours.

This elective internship course will allow students to seek a professional Athletic Training internship in a particular area of clinical interest under the supervision of a licensed/certified health care clinician.

KIN 722. Practicum in Athletic Training 2. 1 Credit Hours.

Clinical education and field experience in a healthcare setting. Students are assigned to a licensed athletic trainer who will serve as the student's preceptor. Students will learn alongside their preceptors as

they are exposed to the role and function of an athletic trainer while practicing clinical skills with a variety of patient populations. In addition, students will meet for scheduled in-services and clinical labs with a focus on utilizing Interprofessional Education (IPE) and simulation to enhance physical evaluation and assessment skills.

KIN 723. Independent Study 2: Research Experience. 2 Credit Hours.

This elective research experience course will allow students to pursue research in an area of particular interest under the supervision of a faculty member.

KIN 724. Practicum in Athletic Training III. 1 Credit Hours.

Clinical education and field experience in a healthcare setting. Students are assigned to a licensed health care professional who will serve as the student's preceptor. Students will learn alongside their preceptors as they are exposed to the role, and function of a health care provider while practicing clinical skills with a variety of patient populations. In addition, students will meet for scheduled in-services and clinical labs with a focus on integrating athletic training knowledge and skills through Simulation and Interprofessional Education (IPE).

KIN 752. Patient-Centered Care: Integrating Patient Values into Practice. 1 Credit Hour.

This course introduces students to the role of patient values in athletic training and sports medicine practice. Emphasis is placed on how culture, communication, ethics, and social determinants of health influence patient care, clinical reasoning, and decision-making in active populations. Through case scenarios and applied practice, students will examine real-world situations where athletic trainers collaborate with physicians and other members of the health care team. This course highlights interprofessional education (IPE) communication principles to prepare students for effective teamwork and patient-centered care that respects individual values and optimizes health outcomes.

KIN 763. Seminar and Special Topics in Athletic Training. 2 Credit Hours.

Scenarios and subject matter that will help facilitate the student's transition to practice will be emphasized. There will be a focus on current issues and emerging topics and technologies in the healthcare profession. Students will prepare for class discussion by reviewing assigned readings from professional journals and other pertinent sources. Class sessions will consist of lectures, laboratories, and discussion sessions. Also, career development and responsibility topics such as leaderships, entrepreneurship, ethics, patient values, diversity and cultural competency.

KIN 764. Athletic Training Clinical Field Experience. 1 Credit Hours.

This course is an immersive clinical education experience, where Athletic Training students under the supervision of a preceptor will demonstrate the ability to integrate knowledge and skills with clinical problem-solving while assuming professional like roles in various clinical patient care settings. Students will be required to post weekly reflections in an electronic journal and to attend scheduled webinars.

GRADING POLICY

Grade changes once reported to the registrar's office can only be altered by instructor submitting a change of grade form. It is the student's responsibility to check with the registrar to ensure the change of grade is properly reflected in their academic record.

Graduate Grading Scale/Quality Points

A Excellent accomplishment

B Good accomplishment

C Fair, but below that expected of graduate students

S Symbol used for acceptable (U-unacceptable) thesis, dissertation, practicum, and internship credit hour. It may be used for regular courses under special circumstances with the prior approval of the instructor, department chairman, and the dean of the Graduate School. The Graduate School considers a grade of "S" to indicate a minimum of a 3.0 GPA in a graduate course if a student has taken no prior coursework on the graduate level. A grade of "S" reflects that a student is in good academic standing.

D Poor (not acceptable for credit hour toward the advanced degree).

F Failure

W Course dropped prior to the last day for withdrawing from classes as published in the official calendar of the university. Courses dropped after last date must have approval of Dean of graduate school. Credit hour can be earned only by successful repetition of the course.

I Incomplete work in passing status with the instructor's permission to complete the course. (Not to be used for thesis or dissertation credit hours). The "I" should be changed to a letter grade within one (1) calendar year after it is given, unless the Academic Dean of the student's primary school or college and the Dean of the Graduate School approve the delay. If the "I" is not changed within one year, credit hour can be earned only by successful repetition of the course. (Note: Fellowships and financial aid may be withdrawn if there is an excess accumulation of "I"s on a student's transcript).

NG Symbol assigned by Enrollment Services indicating that the instructor has not yet reported the student's grade. For a student to receive credit hour for the course, the instructor must report a passing grade prior to the student's graduation.

An average of "B" (3.0) is required for a graduate degree, and no "D" credit may be counted toward the degree. All work leading to the graduate degree and taken as a graduate student will be counted in computing the quality point average, including courses graded "D." No transferred credits are calculated into the University of Miami GPA.

Quality points are awarded as follows:

A+ 4.00	A 4.00	A- 3.70
B+ 3.30	B 3.00	B- 2.70
C+ 2.30	C 2.00	C- 1.70
D+ 1.30	D 1.00	F 0.00

The quality point average is then determined by dividing the total of quality points earned by the total of credits attempted. The symbols "S," "W," and "I" are not counted as credit attempted.

Grade Change Policy

- Grade changes may only be submitted after final grades have been posted to the official student record by the University Registrar.
- Only the faculty member of record may initiate the grade change process, except for instances of student grade appeals.
- Grade changes may be submitted up to one calendar year from the date on which the course grade was posted.
- A grade change may be proposed only to correct a clerical or calculation error in the determination of a final grade.

- Grade change proposals must be approved by the chair of the department offering the course and by the Dean (or Dean's designee) of the School/College of the course department.
- The University Registrar will process the approved grade change and update the student record.

Incomplete Grades

- To allow a student extra time to complete course work due to unusual circumstances, faculty may submit an Incomplete (I) grade on condition that the student:
- Has attended class and completed at least 50% of the course work;
- Has a passing grade or is in good standing in the course;
- Has corresponded with the faculty member to determine the work that must be submitted;
- Has agreed with the faculty member on a due date (no more than one year from the date the Incomplete grade is submitted).

Graduate Repeat Rule

A student may repeat a course in which a failing grade was earned, but the repetition of the course will not eliminate the previous grade from the record. A course may be repeated only once unless written authorization is provided by the Dean of the Graduate School. All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade (as determined by the program advisor) was earned is repeated and the repeat grade is a "C-" or higher, the number of credit hours required for graduation will be increased by the number of credit hours repeated.

<https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/academic-policies/>

STUDENT GRIEVANCES

University of Miami School of Education and Human Development Graduate Appeals Process:

The School of Education and Human Development (SEHD) adheres to the graduate student processes outlined in the University of Miami Graduate Student Academic Bulletin, which is copied here in relevant part.^u For more detailed and complete information, please refer to the University of Miami Graduate Student Academic Bulletin at <https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/academic-policies/>.

Graduate Student Grade Appeal Process

Grounds for Appeal

The Academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom. It is the instructor's responsibility to establish criteria for assigning grades. Per the Graduate Student Grade Appeal Process, grounds for appeal of how a grade was assigned are:

1. Award of a grade based on the student's race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin or any other characteristic set forth in the University's Non-Discrimination Policy;
2. Award of a grade based on conduct that violates the University's anti-harassment or anti-retaliation policies; or
3. Failure to adhere to the grading criteria established for the course;
4. Violations of other policies/procedures for grading that are clearly defined in the *Faculty Manual*.

Timing of Appeal

The appeal process must be initiated before the completion of the following semester (i.e., Fall or Spring) of the assignment of the grade resulting in appeal and prior to the completion of all degree requirements or withdrawal from the University.

Order of the Appeal

Attempts to resolve issues regarding a grade must be addressed to the following entities or persons in this order:

1. The faculty member or administrator is responsible for the course, program, or activity.
2. The department/program chair/director and/or administrative superior(s) of the faculty member or administrator.
3. The Dean or Designee of the school offering the course, program, or activity. If the school or administrative unit has a committee constituted to hear graduate student appeals, that committee must be consulted before proceeding to the next level, i.e., for advice from the Ombudsperson or appeal to the Graduate School.

Students must complete all internal SEHD grade resolution and/or appeals steps outlined before appealing to the Graduate School. Once the internal school process has been completed and a final written determination issued to the student, the student has 20 academic days to contact the Academic Ombudsperson and/or directly to the Dean of the Graduate School regarding an appeal.

Other Notes and Special Considerations

If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age or handicap, a representative of the appropriate University office will be contacted and, as appropriate, consulted in the appeal process.

If the appeal is based on or related to a disability:

- The ADA Coordinating Committee shall serve in an advisory capacity.
- The student is to include in the materials provided the appropriate forms from the Office of Disability Services documenting
 - An evaluation of the disability
 - Recommendations related to the disability

Graduate School Grievance Guidelines

The University of Miami (UM)'s School of Education and Human Development (SEHD) follows a clear process for graduate student grievance appeals.

Types of Grievances Covered

It is important to note that the formal grievance process outlined here does not address cases involving grade appeals or matters covered by the Honor Code. The procedures set forth here are applicable to any of the following types of grievances by graduate students who are enrolled in any graduate program at the SEHD:

1. grievances alleging improper dismissal or suspension from a graduate program;
2. grievances alleging the improper withholding or termination of financial support of any kind;

3. grievances alleging any other improper treatment, either substantive or procedural, of a graduate student by a faculty member, department or program, or university agency or administrator except:
 - a. allegations of improper evaluation of the quality and/or quantity of academic work (see UM Student Rights & Responsibilities);
 - b. allegations of unfair recommendation for employment or further graduate study;
 - c. allegations of discriminatory treatment arising from the student complainant's age, race, gender, sexual preference, handicap, national origin, or religion. (Such allegations ordinarily handled by Workplace Equity and Inclusion).
 - d. grade appeals (see process above).

Order of the Appeal

Attempts to resolve issues regarding a grievance must be addressed to the following entities or persons in this order:

1. The faculty member or administrator responsible for the course, program, or activity.
2. The department/program chair/director and/or administrative superior(s) of the faculty member or administrator.
3. The Vice Dean of the SEHD Office of Graduate Studies

If a conflict of interest should arise involving the department chair and/or the Vice Dean of the SEHD Office of Graduate Studies, an ad hoc committee consisting of one representative from each department within the SEHD will be consulted for guidance and resolution.

Decisionmakers at each level will endeavor to issue their determination in writing.

Format of Grievance

To initiate the grievance process, students submit a written complaint to the relevant parties in the order described above.

The request at each level must clearly and concisely:

1. describe the student's complaint and allegations,
2. identify the individuals, programs, departments, and/or school administrators against whom the grievance is being filed,
3. provide any evidence or relevant materials to be considered, and
4. state the relief sought.

To ensure a fair and timely process, it is essential for students to submit a written appeal at each level. In addition, students must submit unsatisfactory grievance resolution (1) within thirty (30) business days (M-F) after a formal decision in writing by the faculty member or administrator responsible for the course, program or activity to the department/program chair/director and/or administrative superior(s) of the faculty member or administrator; (2) thirty (30) business days (M-F) after a formal decision in writing by the department/program chair/director and/or administrative superior(s) of the faculty member or administrator to the Vice Dean of the SEHD Office of Graduate Studies.

Timing of Appeal

Please be aware that after the expiration of this time limit, no requests for grievance review or any other form of appeal will be granted. If the complaint remains unresolved after following these steps, students may then proceed to the University Miami's Graduate School. For detailed information on how to file grievance to the Dean of the UM Graduate School, please refer to the Graduate Student Academic Bulletin, which can be accessed at <https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/academic-policies/>.

In the event of any inconsistency with the Academic Bulletin in effect, please note that the Academic Bulletin trumps this document.

University of Miami Graduate School:

These University of Miami Graduate Grievance Procedures provide an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. These Graduate Student Grievance Procedures supersede all prior to such procedures in effect or formerly utilized at the graduate level. They do not supplant UM Students' Rights & Responsibilities or any other published policy or procedure relating to graduate students.

Purview of the Guidelines

The formal grievance process described herein is intended for cases not involving grades or matters covered by the Honor Code, which have not been resolved at the department or program level, and it is available only after a final determination within the relevant School or College has been reached. Students are encouraged to seek assistance from the University Ombudsperson for possible resolution before initiating the formal graduate grievance process. The procedures set forth here are applicable to any of the following types of grievances by graduate students who are enrolled in any graduate program at the University of Miami, except exclusively in the M.D. and J.D. programs:

- grievances alleging improper dismissal or suspension from a graduate program;
- grievances alleging the improper withholding or termination of financial support of any kind;
- grievances alleging any other improper treatment, either substantive or procedural, of a graduate student by a faculty member, department or program, or university agency or administrator except:

allegations of improper evaluation of the quality and/or quantity of academic work (see UM Student Rights & Responsibilities); allegations of unfair recommendation for employment or further graduate study; allegations of discriminatory treatment arising from the student complainant's age, race, gender, sexual preference, handicap, national origin, or religion. (Such allegations ordinarily handled by Workplace Equity and Inclusion). grade appeals (certain appeals are reviewed by the Faculty Senate Student Affairs Committee, -FSSAC; see UM FSSAC Standard Grade Appeals Process- Graduate Students).

Constitution of the Committee and Grievance Panel

The Graduate Council Grievance Committee (GCGC) is a standing committee comprised of the Schools' and Colleges' alternate representatives to the Graduate Council. Grievances as understood herein shall be heard by ad hoc appeals panels, constituted from time to time by the Dean of the Graduate School to review individual graduate grievances. The grievance review panel (GRP) shall consist of five disinterested members: four faculty members of the GCGC and one graduate student appointed by the executive board of the Graduate Student Association. Notice of the constitution of the GRP shall be given by the Office of the Dean of the Graduate School in writing to all parties to the grievance within ten (10) days after the grievance review request is properly filed. Any party to the

grievance may challenge the disinterestedness of a GRP member in writing to the Dean of the Graduate School within five (5) days after notification of the appointment. The challenge must specify reasons that would prevent the committee member or graduate student from making an unbiased recommendation with respect to the grievance. If such a challenge is determined to be valid by the Graduate Dean, a substitute appointment shall be made, and the process will resume accordingly.

Procedure and Time Limits for Filing a Grievance

After a final determination has been made in the relevant School or College (or by the head of the relevant administrative office in the event of a grievance against a university agency), a student who believes they have grounds for appeal within the purview of these guidelines may file a written grievance review request with the Office of the Dean of the Graduate School. The request shall describe the student's allegations in a clear and concise fashion and shall clearly identify the individual(s), program(s), department, School or College, and/or University agency or administrator against whom the grievance is brought. The student's written grievance review request shall be filed within thirty (30) days of the final determination. No grievance review request nor any other appeal of any kind will be granted after this time limit has expired unless a written extension of time is granted by the Dean of the Graduate School based on a written request from the grievant stating good cause.

- Definitions and Assumptions
- Burden of Persuasion
- The burden of persuasion is on the grievant.

Final Determination

This grievance process is available only after a final determination within the relevant School or College has been reached. This provision is intended to require the grievant to exhaust the remedies available within the relevant School or College before appealing to the Graduate Dean. In the case of a student in an interdisciplinary program who does not yet have a chair and/or committee assembled, the Dean of the Graduate School shall make a final determination in the student's case subject thereafter to the appeal contemplated by this policy. An appeal of the decision of the Dean of the Graduate School follows this same procedure, except that the GRP shall be constituted by the Office of the Provost from the pool of GCGC members. Written notice of the constitution of the GRP in the case of a student in an interdisciplinary program without a chair or committee, shall be given by the Office of the Provost to all parties to the grievance within ten (10) days after the grievance review request is properly filed. All other deadlines, requirements, procedures, and hearing format remain the same.

Originals

Wherever possible, the party in possession of an original document in support of or rebuttal to or at issue in the grievance shall provide it to the GRP within the time frames set out in the Hearing Materials and Preparation Deadlines.

Party

A party is the student grievant or the individual, program, department, School or College, or University agency or administrator against whom the student brings their grievance.

Time Limits

All time limits shall be calculated based on working days of the Fall and Spring Semesters, excluding reading and exam periods and University holidays. Grievances originally filed after the end of the

Spring Semester will be heard at the beginning of the following Fall Semester. Any stated time limit herein may be extended with the written consent of the grievant and the Dean of the Graduate School.

Written

Any document to which these guidelines refer as written signifies electronic or paper (hard) copy. Email messages and digital or other electronic versions meet the requirement that a form or notice be provided in writing.

Deadlines for Hearing Materials, Preparation, and Witness Identification

All materials to be considered for review by the members of the GRP must be submitted in writing to the Office of the Dean of the Graduate School at least fourteen (14) days before the scheduled date of the hearing, at which time such materials will be distributed to all parties to the grievance and to the members of the GRP. Thereafter, to the extent that any of the parties wishes to have additional materials considered by the GRP, such materials must be received by the Executive Assistant to the Dean of the Graduate School no later than seven (7) days before the scheduled date of the hearing, at which time all such additional written materials will be distributed to the parties as well as to the members of the GRP. The name of any witness to be called by any party at the hearing shall be provided in writing to the Office of the Graduate Dean no less than five (5) days before the scheduled date of the hearing, at which time the names will be distributed to the parties and members of the GRP.

Hearing

The grievance review hearing is chaired by a designated member of the GRP. The hearing is staffed by the non-voting Associate Dean of the Graduate School and the non-voting Executive Assistant of the Dean of the Graduate School, who will audio-record the hearing to assist the panel and Dean in rendering their decision. The audio-recording will be kept at the Graduate School for one year following the conclusion of the grievance. The hearing will proceed as follows:

- GRP chair's introduction, summary of issues, and process overview.
- Student's presentation of issues (15 minutes maximum).
- University representative's presentation of issues (15 minutes maximum).
- Optional: Presentation(s) by witnesses (limited to 3 per side and a maximum of 15 minutes total per side).
- Questions by members of the GRP.
- All presenters and witnesses are excused.
- Deliberation by GRP.

Presentation of the issues should be concise and relevant. Undoubtedly the dispute is somewhat complex or it would not have reached this stage. Points of dispute or ambiguity may be summarized or illustrated by anecdote at the hearing. Experience suggests, however, that the best approach is to minimize formal presentations and allow the GRP members maximum time for questions.

GRP Decision and Authority

No additional substantive information may be submitted by any party following the hearing, unless requested by the GRP. The GRP may but need not seek additional information from other sources during its deliberations, which will be conducted in closed session. Following its deliberations, and within ten (10) days of the date of the grievance review hearing, the GRP will make its confidential advisory recommendation to the Dean of the Graduate School [Office of the Provost in the event of a student in an interdisciplinary program who does not yet have a chair or committee]. The subsequent

decision by the Dean of the Graduate School [Office of the Provost], which shall be rendered within ten (10) days of the GRP's recommendation, is final.

Note: The above guidelines pertain only to matters which do not involve representation by an attorney. If an attorney is involved in the grievance, the Office of Legal Counsel at the University should be contacted.

Modifications

These procedures may be modified or withdrawn with or without notice.

MATRICULATION REQUIREMENTS

An MSAT GPA of 3.0 is required to enroll in the program each semester and for graduation. A student may delay the time needed to complete the program due to an "I" or the need to repeat a course. Courses must be repeated at the subsequent time they are offered. For a student to successfully progress to the next term, they must have received a "C" or better in each course from the previous semester and maintain a 3.0 GPA. Exceptions may be made with consent from the Program Director.

COURSE REPEAT POLICY

A student may repeat a course *in which a failing grade (C- or below) was earned*, but the repetition of the course will not eliminate the previous grade from the record. A course may be repeated only once unless written authorization is provided by the Dean of the Graduate School. All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade (as determined by the program advisor) was earned is repeated and the repeat grade is a "C-" or higher, the number of credit hours required for graduation will be increased by the number of credit hours repeated.

Academic Probation:

Students shall be placed on Academic Probation if they fall below a 3.0 cumulative GPA after any course. Students who fail to make satisfactory progress toward meeting the degree requirements specified by their School or College may be put on Probation by the Academic Standards Committee of the School/College. A student's GPA is reviewed after each course is completed. If a student consistently fails to close the gap towards achieving a 3.0 GPA (this could include receiving grades of incomplete, withdrawing from courses, a student's GPA dropping even farther, among others), that student may be dismissed from the program after the program director has reviewed that student's performance.

Students may also be placed on probation for non-academic reasons (e.g., failure to follow professional norms of participation in online discussion, among others) at any time during their program. Steps needed to re-mediate non-academic performance issues will be spelled out in the letter placing the student on probation.

Students on academic probation must meet with their academic advisor after each term to review their academic progression, future course sequencing, and may need to repeat courses, as necessary. Academic Probation may affect financial eligibility, so it is recommended that students reach out to the Financial Aid office for further clarification on their specific status. Students placed on Academic Probation may have their probationary status extended for a subsequent semester if demonstrable academic progress has been achieved, at the discretion of the Program Director.

The Master of Science in Athletic Training (MSAT) is a professional degree program that prepares students for certification and licensure. As such, students are required to earn and maintain a minimum cumulative GPA of 3.0 by the conclusion of their first academic year, defined as the completion of the Summer I, Fall I, and Spring I semesters. Students who fail to achieve a cumulative GPA of 3.0 at the end of their first academic year may be subject to dismissal from the MSAT program.

ACADEMIC DISMISSAL

A student who remains on probation after one term and is not meeting academic progression standards may be subject to Academic Dismissal based on the information found in the probation letter from the School or College. The decision to dismiss shall be made by the School or College in which the student is enrolled. If a decision is made not to dismiss, the student shall remain on Academic Probation and must meet the requirements of the academic probation letter and will be required to meet with his/her UOnline Academic Advisor after each course to review academic progression.

APPEALS AND READMISSION

Students who wish to appeal their Academic probation or dismissal for academic reasons must do so in writing to UOnline Academic Advising and the School or College within thirty (30) days of the notice of dismissal. In some cases, a student may choose to submit a second appeal directly to the Graduate School using the process and time frames **here**. Appeals that are submitted outside of the approved time frame will not be accepted. All Graduate School decisions are final and will be communicated in writing to the student.

WRITTEN COMPREHENSIVE EXIT EXAMINATION

To graduate successfully from the MSAT program, successful completion of a written comprehensive exam is required. Successful completion is defined as a “C” (73%) or better. A student failing the comprehensive examination may be allowed to retake it if the Program Director so advises. The re-examination must be taken within one calendar year.

GRADUATION

It is the responsibility of the student to apply for graduation through CaneLink during the student’s final semester before the date indicated on the **Academic Calendar** and the Schedule of Classes. These dates are published **here**. Students who previously applied for graduation but did not receive the degree must repeat the application procedure. Deadlines for the commencement program are firm. Students may walk in the commencement ceremony, but the program will indicate “in progress” if information is missing. Students will be degree candidates until they have been cleared for degree conferral by the Graduate School.

Commencement ceremonies are held in May and December only. Those completing degree requirements during the fall, spring or summer sessions may, if they wish, participate in the commencement ceremonies of the previous or following May or December. Doctoral students participating in the hooding ceremony and master’s students marching in the commencement ceremony must have the approval of the graduate advisor, director, or appropriate person in the program to participate in the ceremonies.

Participation in graduation for students in all graduate programs is contingent upon the following:

1. The student must have met the requirements for their program.
2. The student must have a minimum of 3.00 cumulative grade point average; all students receiving master's degrees must have completed a minimum of 30 graduate credit hours; all doctoral students must have completed a minimum of 60 graduate credit hours.
3. The student (Ph.D., D.M.A., and Ed.D. candidates) must be admitted to candidacy one semester prior to graduation.
4. The student may not have any outstanding debt including, but not limited to, tuition, fines, and fees. Tuition for the last semester of study must be paid in full by the beginning of the final semester.
5. The student must complete an electronic thesis or dissertation (ETD) according to the Graduate School's requirements and submit the final three forms, online surveys and agreements (if required) in the semester the student wishes to graduate. All students are required to adhere to the following deadlines (and the requirements associated with these deadlines) posted on the **ETD website**: 1) Deadline to defend the thesis, dissertation, or doctoral/lecture recital essay; 2) Deadline to submit the full draft of the thesis, dissertation, or doctoral/lecture recital essay draft for formatting review by the Dissertation Editor; 3) Deadline to produce the final PDF; and 4) Deadline for completion. It is recommended that students begin the ETD process early in the semester by discussing with their advisors a suitable timetable for completing the defense of their thesis or dissertation. Students should check the **Academic Calendar** for the defense deadline date set for the semester they wish to graduate. The Graduate School also encourages students to familiarize themselves with the ETD process posted on the Graduate School **website**, or contact the Dissertation Editor early in the semester at **grad.dissertation@miami.edu** if they have questions regarding any aspect of the ETD process.

<https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/academic-policies/>

WITHDRAWAL FROM THE UNIVERSITY

Withdrawals, either from individual courses or from a graduate program, should be processed through the office of the Dean of the School or College of the student's program. Students who wish to officially withdraw from joint or dual degree programs should consult the office of the Dean of the School or College for both disciplines. The date of withdrawal is on which the student notifies the office of the Dean or the date of receipt of a letter requesting withdrawal. No withdrawal from the University is official until the student has consulted with the Dean of his/her school or college and has completed the necessary forms. Students wishing to officially withdraw from the University of Miami must have their program provide the Office of the Registrar official notification of their intent to withdraw. This notification will be recorded and used for notification purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification.

Students must also follow the required process as set forth by their school/college for withdrawing from courses. This process often requires that a signature from a Dean or the Dean's representative be obtained on a Change of Course form. In some cases, students can complete the Change of Course form (hard copy or through the CaneLink system) without an approving signature. Change of Course forms must be submitted to the Office of the Registrar for final processing/review.

Military Withdrawal: Tuition refunds of 100% are granted to students who withdraw due to military service, provided they do not receive credit hours for the course (see below under “Credit Hour for Courses After the 12th Week of the Semester”).

If you receive federal financial aid and withdraw before you complete 60% of the semester, a pro rate calculation will determine the amount of financial aid you have earned. It is based on the amount of time you were enrolled. This calculation is independent of any charges incurred at the university.

<https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/academic-policies/>

COSTS

1) Cost of Attendance values are based on assumed full-time enrollment. Amounts may be prorated based on a student’s actual enrollment after add/drop.

2) Transportation allowances will vary regionally.

3) Once you receive your financial aid award notification, please check your CaneLink in the “View Financial Aid” section to see your actual Cost of Attendance.

The following fees are required for Athletic Training Students

- Athletic Training Annual Administration Fee: \$1,100 charged in the fall each year
- Parking Pass for Academic Year (optional): \$636
 - Additional Summer C Parking Pass may be purchased, or students may opt to pay hourly
- KIN 688 Gross Anatomy Lab Fee \$100
 - Scrubs, lab coat, etc: estimated \$50
- BBP Annual Training estimated \$20
- BOC Exam (Optional): Estimated \$475 (Application fee \$100, exam fee \$375)
 - Testing in the United States or Canada – \$375
 - Testing outside the United States or Canada – \$490 (\$375 exam fee + \$115 international surcharge)
- Students may be required to bring a laptop computer to classes, purchase books, and equipment necessary to fulfill course requirements
- Transportation to clinical sites is the responsibility of the student
- Students may also incur a cost for a physical exam, additional vaccines (flu shot and TB testing), background checks, drug screenings, and administrative fees as required by a clinical education site. Additional fees may apply to Clinical and Clinical Immersion sites.
- Students will be provided with a name badge identifying themselves as athletic training students. This name badge is to be worn at all times while at your clinical site. If the name badge is misplaced or damaged, the student will incur financial responsibility to replace it.

<https://grad-prof.miami.edu/cost/graduate-costs/graduate-student-cost-folder/index.html>

Athletic Training Program Contact Information:

- Dr. Laura Kohn Wood Dean, 305-284-3001 l.kohnwood@miami.edu
- Dr. Kevin Jacobs Department Chairperson 305-284-6194 k.jacobs@miami.edu

- Dr. Magda Aldousany Program Director 305-284-1120 m.aldousany@miami.edu
- Dr. Taylor Wilmoth Coordinator of Clinical Education 305-284-6727 txw648@miami.edu
- Ruth Signorile Administrative Assistant (305) 284-4078 r.signorile@miami.edu

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Athletic Training Students are strongly encouraged to join various professional organizations within the field of Athletic Training on the local, regional, and national level. The Athletic Training Students are also encouraged to attend the various local, regional, and national conventions sponsored by these groups. These organizations provide many benefits including scholarships, informational services, educational symposiums, scholarly journals, lobbying of government agencies, and job placement services. Examples of professional organizations include the following:

National Athletic Trainers' Association (NATA)
 Southeast Athletic Trainers' Association (SEATA)
 Athletic Trainers' Association of Florida (ATAF)

The University of Miami Athletic Training Students (UMATS) requires officers to become student members of the NATA prior to election.

Membership and membership fee information can be found on the following websites:

NATA: www.nata.org
SEATA: www.seata.org
ATAF: www.ataf.org

NPI NUMBERS

In addition, students are required to apply for an NPI number. An NPI is a unique 10-digit identification number used in standard health care transactions. It is issued to health care professionals and covered entities that transmit standard HIPAA electronic transactions (e.g., electronic claims and claim status inquiries). The NPI fulfills a requirement of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). It also replaces all provider identifier numbers assigned by payers and is used by health care professionals. Covered entities under HIPAA are required by regulation to use NPIs to identify health care providers in HIPAA standard transactions. Applying for your NPI is quick, easy and free. Visit the CMS National Plan & Provider Enumeration System to complete your application today. Follow the NATA Step-by-Step NPI Application Instructions to apply.

INTERPROFESSIONAL EDUCATION

The program strongly values interprofessional education and intentionally provides students with partnered learning experiences alongside allied healthcare professionals across campus. Understanding the roles, expertise, and perspectives of other healthcare disciplines is essential for fostering effective collaboration and optimizing patient-centered care.

CLINICAL EDUCATION EXPERIENCES

All Athletic Training Students are required to have two consecutive years of diverse clinical experience to graduate from the Athletic Training Program and be eligible to sit for their Board of Certification (BOC) exam. These clinical experiences include the following:

- throughout the lifespan (for example, pediatric, adult, elderly)
- different sexes
- different socioeconomic statuses
- varying levels of activity and athletic ability (for example, competitive and recreational, individual and team activities, high- and low-intensity activities)
- who participate in non-sport activities (for example, participants in military, industrial, occupational, leisure activities, performing arts).

CLINICAL EDUCATION

Clinical education is an integral part of the athletic training program, allowing students to implement skills they learn in the classroom. The students may receive clinical experience at local colleges, high schools, professional organizations, hospitals, or sports medicine clinics. In all clinical education experiences, students will be supervised by a certified and state-licensed (as applicable) Athletic Trainer, Doctor of Osteopathic Medicine, or Medical Doctor who is a Preceptor associated with the University's Athletic Training Program. The clinical education schedule varies widely by clinical site relative to days of the week and time of day. Clinical opportunities may include completing clinical education during summer and fall breaks, may include Saturdays, and Sundays, and may consist of travel under the supervision of a preceptor. Students are permitted to seek outside employment during the athletic training program, but it may not interfere with the ability to obtain a quality clinical education experience. Prior to beginning their clinical experience, Athletic Training Students must verify health insurance, CPR, and AED for the healthcare professional certification, immunizations, blood-borne pathogens training, background check, drug screening, liability insurance, and a physical examination. Once all screening procedures are complete, the Coordinator of Clinical Education will assign students' clinical education rotation assignments in consultation with the Program Director. While students' preferences and career aspirations are taken into consideration, students are not guaranteed placement in any specific clinical rotation. Clinical sites and/or preceptors may be subject to change due to unforeseen circumstances during the clinical experience. Students are assigned to a clinical experience each semester and are required to complete a designated number of clinical hours during each term. All clinical hours must be documented on Typhon and should be submitted within 1 week of date of attendance. Hours not submitted within 1 week of attendance will not count towards clinical education hour totals for the term; exceptions may be made at the discretion of the Coordinator of Clinical Education (ex: medical emergency, family emergency, etc.). Students are responsible for meeting all hour and day guidelines. Failure to meet clinical hour guidelines will result in failure of the associated practicum course, which may delay or impede matriculation and/or graduation. Clinical hours requirements are as follows:

KIN 663: Foundations in Athletic Training: 20 hours total in a hospital setting

Pre-Fall: Estimated 3 weeks, maximum of 40 hours/week with minimum of 1 day off per week, assigned within UM Athletics. Exceptions may be made by the Coordinator of Clinical Education

KIN 720: Practicum in AT: Average 15 hours/week for 14 weeks (min 10, max 25, 3 days per week minimum) Total required 200 hours

KIN 722: Practicum in AT II: Average 15 hours/week for 14 weeks (min 10, max 25, 3 days per week minimum) Total required 200 hours

KIN 721: Independent Study Clinical Internship: Average 40 hours/week for 5 weeks (min 30, max 50, 4 days per week minimum) Total required 200 hours

KIN 724: Practicum in AT III: Average 15 hours/week for 14 weeks (min 10, max 30, 3 days per week minimum) Total required 200 hours

KIN 764: AT Clinical Field Experience: Average 40 hours/week for 14 weeks (min 30, max 50, 4 days per week minimum) Total required 400 hours

If a student is unable to obtain the minimum required number of hours per week due to preceptor illness, preceptor traveling, severe weather, etc. an email explanation must be sent to and approved by the Coordinator of Clinical Education. If your preceptor is traveling long-term, or is otherwise unavailable, a supplemental clinical experience may be assigned to you by the Coordinator of Clinical Education to ensure you meet minimum requirements. A request to complete more than the maximum number of clinical hours per week must be approved by the Coordinator of Clinical Education.

CLINICAL SITE VISITS AND EVALUATION

To meet accreditation standards, the Coordinator of Clinical Education will conduct a formal evaluation and review of every active clinical education site at least once each year. During these visits, the Coordinator of Clinical Education will:

- Engage in discussions with active preceptors regarding student learning and performance
- Review the clinical site's available equipment and resources
- Ensure there is access to hand washing and/or sanitations stations
- Verify and document the calibration dates of all modalities
- Discuss what constitutes a typical day of student experience at the site

These annual evaluations ensure each site maintains high-quality educational standards and provides a consistent, supportive learning environment for students. New clinical sites will be reviewed prior to the placement of a student at the site for the first time. Continued use of a site is contingent upon satisfactory evaluations, appropriate supervision, and alignment with program learning outcomes.

CLINICAL SITE ORIENTATION

On the first day of their clinical experience, students are required to complete a comprehensive clinical site orientation with their preceptor using the Typhon platform. This orientation is designed to promote student safety and ensure thorough understanding of all site-specific procedures, including critical incident response protocols such as emergency action plans. The orientation must also cover the blood-borne pathogen exposure plan, communicable and infectious disease policies, documentation policies and procedures, patient privacy and confidentiality protections, and the plan for clients or patients to distinguish practitioners from students.

Orientation procedures for clinical education opportunities involving clients or patients may vary according to the specific nature of the experience and requirements of each clinical site. It is the responsibility of the preceptor and student to ensure all necessary topics are addressed to support a safe and effective learning environment.

CLINICAL IMMERSION

During the athletic training program, students will complete 2 clinical immersions: the 2nd summer (5 weeks) and the 2nd spring (14 weeks). While completing the summer and spring immersive experiences, the student will have no in-person class requirements. The program and/or courses may hold synchronous sessions online requiring students to miss their scheduled clinical experience. Students are expected to communicate with their preceptor at least 1 week in advance of the schedule of change. This

allows students to complete their clinical experience in a setting of their interest outside the Miami-Dade/Broward County area. When completing clinical immersions, if the clinical site has a different sponsored break than the University, the student may choose to take either the clinical site's break or the University's, but not both. To ensure students remain in constant communication with the athletic training program, synchronous Zoom meetings will be scheduled with the CEC to discuss their clinical experience and provide space for continued mentorship.

CONTACT WITH CLINICAL IMMERSION SITES

To ensure compliance with accreditation standards, institutional agreements, and educational quality assurance, graduate students may not independently initiate contact with potential clinical immersion sites or preceptors for the purpose of securing or negotiating a placement without prior approval from the Coordinator of Clinical Education.

All communication regarding clinical site development, placement availability, and assignment must be coordinated through the Coordinator of Clinical Education. Unauthorized contact may result in disciplinary action and/or loss of eligibility for placement.

COMMITMENT TO CLINICAL IMMERSION SITE

Once a student has accepted and been officially assigned to a clinical immersion site, the assignment is considered final.

Students may not request or initiate a change in clinical immersion site after acceptance except in circumstances deemed necessary by Program Director or Coordinator of Clinical Education due to educational, safety, extraordinary circumstances, or compliance concerns. This policy supports equitable placement practices, professional responsibility, and the maintenance of institutional relationships <https://kin.edu.miami.edu/graduate/masters/at-msat/clinical-education/index.html>

SAMPLE CLINICAL PLAN

Class	Length	Setting
KIN 663	6 weeks	Hospital
Summer Camp	3 weeks	Football, Volleyball, Soccer, and/or Basketball
KIN 720	14 weeks	UM Sport
KIN 722	14 weeks	UM Sport, High School, or Hospital/Outpatient Clinic
KIN 721	5 weeks	Choice
KIN 724	14 weeks	UM Sport, High School, or Hospital/Outpatient Clinic
KIN 764	14 weeks	Choice

CLINICAL EDUCATION ROTATION ATTENDANCE POLICY

Clinical education is a part of a student's academic responsibility. Students must attend all clinical experiences per the site's schedule. Students should communicate regularly with their preceptor about clinical schedules and expectations.

Failure to do so may result in a change to your associated course grade(s). Any work schedules or extracurricular activities should be reasonably scheduled around clinical education responsibilities. If a student has trouble determining a reasonable clinical schedule, contact the Coordinator of Clinical Education for support.

Exceptions to this policy are as follows:

- UM Classes
- Day(s) off (At least once a week)
- A Day off scheduled through an absence request form or
- A student is sick as defined by the Active & Communicable Disease Policy or with any other injury or illness with documentation from a physician
- Any University approved absence (see clinical education syllabus or University Bulletin)

ABSENCE REQUEST GUIDELINES

If a student has an anticipated absence, it is their responsibility to inform the preceptor two weeks before the expected absence. The Athletic Training Student must submit an Absence Request Form (refer to Appendix) to their preceptor for approval and signature; the signed form must then be submitted to the Coordinator of Clinical Education. In cases of emergency, the ATS must attempt to contact the Coordinator of Clinical Education or Program Director as soon as possible. The Coordinator of Clinical Education or Program Director, in cases of emergency, will notify the preceptor on the student's behalf. The Program Director will notify all instructors of record on the student's behalf, if the student is unable to do so. If a student is on academic probation and requires additional time off, they must meet with the Program Director for approval and submit the signed form to the Coordinator of Clinical Education who will inform their preceptor of the length and frequency of accommodation.

PUNCTUALITY GUIDELINES

Punctuality is a mark of professionalism and is required in both clinical and classroom settings. The Athletic Training Student must notify their preceptor in a timely manner if they will be arriving late. Preceptors may request that a student be removed from a clinical site for repeated violations of the above policy resulting in clinical placement reassignment. If the student continues to violate the punctuality guidelines in their reassigned clinical site, they may be removed and fail the associated practicum course, which may delay or impede matriculation and/or graduation. Incomplete grades in Practicum courses may require the student to fulfill missing requirements during University Holidays including but not limited to Final Exam week, Winter Break, Spring Break, or Summer Break.

PROFESSIONAL RELATIONSHIPS AND CONFLICTS OF INTEREST

This policy establishes clear expectations regarding personal, romantic, and intimate relationships between students and patients or clinical site personnel to promote professional conduct, safeguard patient welfare, and ensure compliance with Title IX and University of Miami nondiscrimination and sexual misconduct policies. This policy applies to all students enrolled in the program and to clinical educational experiences sponsored or recognized by the University.

a. Relationships with Patients

Students must not engage in personal, romantic, sexual, or otherwise intimate relationships with patients encountered during clinical education experiences. Such relationships are inconsistent with professional ethical standards, risk of harm to patients, and may contravene University expectations for a safe and nondiscriminatory learning environment.

Violations: Any student alleged to have engaged in such conduct may be removed from the clinical experience and referred to University disciplinary processes, which may include program dismissal.

b. Relationships with Clinical Site Staff

Students are not permitted to engage in personal, romantic, sexual, or intimate relationships with clinical site personnel (including athletic trainers, coaches, strength and conditioning staff, physicians, and other affiliated professionals), particularly where a real or perceived supervisory, evaluative, or power differential exists.

Disclosure Requirement: If a pre-existing relationship exists or develops during a clinical placement that may reasonably create a conflict of interest, power imbalance, or perception of preferential treatment, the student must immediately disclose the relationship to the Program Director or Clinical Education Coordinator.

Potential Outcomes for Prohibited Relationships: The student may be reassigned to an alternate clinical site, where possible. A suspension from clinical education may be imposed, with make-up requirements during a university-scheduled break for time lost. Additional disciplinary actions may be applied in accordance with university policies and procedures.

c. Reporting and Title IX Compliance

STUDENT/STUDENT This policy will be implemented in a manner consistent with the University's Title IX policy and grievance procedures:

Title IX Reporting: Conduct that qualifies as sexual harassment, sexual violence, dating violence, or other Title IX prohibited conduct must be reported to the University's Title IX Coordinator or through the University's reporting mechanisms.

Equitable Resolution: Students alleged to have engaged in Title IX misconduct will be afforded appropriate due process and resolution procedures as outlined by University policy.

Supportive Measures: Individuals affected by prohibited conduct may access supportive measures through the Title IX Office, including no-contact orders, interim measures, and other supportive resources.

Retaliation Prohibited: Retaliation against individuals who report or participate in investigations is strictly prohibited.

d. Professional Conduct Expectations

Students must adhere to the highest standards of professional conduct, recognizing that personal relationships in clinical settings can undermine trust, create potential for exploitation (real or perceived), and conflict with institutional commitments to nondiscrimination and a respectful learning environment. Students are expected to maintain appropriate professional boundaries at all times and to seek guidance from program faculty when questions or potential conflicts arise. Failure to disclose a relationship or comply with professional conduct expectations may result in disciplinary action.

PROFESSIONAL CONDUCT POLICY

As an Athletic Training Student, conducting oneself in accordance with the NATA code of ethics is imperative. As an Athletic Training Student, you must conduct yourself in a professional manner while delivering patient care; as such, you should refer to all your patients, regardless of the clinical setting, as "patients." Athletic Training Students must display impartiality towards all patients. Thus, you are prohibited from engaging in close personal relationships (including sexual, romantic, intimate, and personal friendships) to ensure impartiality and professional treatment of all patients. Close personal relationships create the appearance or actuality of favoritism, which is professionally unethical and violates the NATA code of ethics. "Members should conduct themselves personally and professionally in a manner, that reflects the shared professional values, that does not compromise their professional responsibilities or the practice of athletic training NATA Code of Ethics 4.1, 2022)". If a student wishes to report an issue, please see the Sexual Harassment Policy (pg.49).

The University of Miami Athletic Training Program expressly prohibits Athletic Training Students From engaging in close personal relationships with any patient of the Athletic Training Program's clinical sites (regardless of the Athletic Training Student's clinical placement). Athletic Training Students must abide by the Athletic Training Program's Professional Conduct Policy throughout their enrollment in the program. Athletic Training Students who violate the professional conduct policy will be subject to disciplinary actions. A committee comprised of program administration, preceptor(s), and the department chair will review the allegations against the student and determine a recommendation for an appropriate course of action, which may include but is not limited to clinical reassignment (which may delay graduation), clinical probation (which may delay graduation), an incomplete or failing grade in the current practicum course (which may delay graduation), or dismissal from the Athletic Training Program. Additionally, students are expected to abide by all other university policies (found in the student rights and responsibilities handbook)

CELL PHONE USE POLICY

Students are not permitted to utilize their cell phones in clinic except in the case of an emergency or with preapproval by their preceptor. Preceptors may request that a student be removed from a clinical site for repeated violations of the above policy resulting in clinical placement reassignment. If the student continues to violate the cell phone use policy in their reassigned clinical site, they may be removed and fail the associated practicum course, which may delay or impede matriculation and/or graduation. Incomplete grades in Practicum courses may require the student to fulfill missing

requirements during University Holidays including but not limited to Final Exam week, Winter Break, Spring Break, or Summer Break.

DIRECT SUPERVISION

The preceptor must be physically present and able to intervene on behalf of the athletic training student and provide on-going and consistent education. In addition, the preceptor must consistently interact with the athletic training student at the site of the clinical experience.

- The preceptor must provide direct supervision in the form of visual and auditory contact with the student.
- Educational instruction is to be included during clinical education hours and may take the form of discussion, demonstrations, research, etc.

Athletic Training clinical education hours can only be obtained under the direct supervision of a preceptor. Direct supervision means the preceptor has direct visual and auditory contact with the ATS. The NATA, CAATE, and the AT Program at the University of Miami **DO NOT** endorse Athletic Training students working as First Responders or as First Aid Providers. Any hours during which a student is acting as a First Responder or a First Aid Provider are not considered clinical education hours and may be a violation of the Florida State Practice Act.

TRANSPORTATION TO CLINICAL SITES

Students are responsible for their own transportation to and from all clinical education sites. This includes all associated costs.

TRAVEL GUIDELINES

Traveling with athletic teams is a valuable learning experience for ATSs. Athletic Training Students are reminded that while traveling they represent the University of Miami, the athletic training profession, the MSAT Program, and themselves.

The ATS's supervising Athletic Trainer will discuss potential travel opportunities and budget ramifications with the Head Coach of the team they are working with. When it is determined that a student may travel, the cost of that trip must be paid by the clinical site. The ATS must follow these guidelines while traveling:

- Dress should be equivalent to the team dress code
- Obey team rules, including curfew
- If going anywhere without the team, clearance must be obtained by the supervising preceptor
- Consumption of alcohol, cannabis (if not medically prescribed), tobacco or illegal substances is strictly prohibited
- No socializing with patients

Any ATS that violates these guidelines is subject to disciplinary action as determined by the Coordinator of Clinical Education, supervising preceptor, and Program Director. **ATSs may NOT travel without a preceptor. This is a violation of CAATE standards regarding direct supervision and may be a violation of the State Practice Act.**

EMERGENCY ACTION PLANS

Athletic Training Students must have access to a written emergency action plan at each clinical site. These EAP must be available at the site and be site specific.

The following steps must be taken:

- a. The preceptor must show the ATS a copy of the Emergency Action Plan (EAP) on the first day of the clinical education rotation.
- b. If the preceptor does not provide the student with an EAP, the student is to request the location of the EAP from the preceptor
- c. If the preceptor is unable to provide the EAP to the student, the student has to notify the Coordinator of Clinical Education immediately.

RADIATION EXPOSURE PLAN

The University of Miami Athletic Training Program follows the UHealth Diagnostic Radiology Radiation Protection Program. Students are provided with a PDF copy of the policy at the start of the program.

OUT OF STATE CLINICAL EXPERIENCES:

It is expected the student, when participating in any out of state clinical experiences, will be knowledgeable of and abide by the supervision guidelines and the practice act of that state. Students are responsible for all relocation costs associated with completing an out-of-state clinical experience including, but not limited to housing, transportation, meals, etc.

ATHLETIC PARTICIPATION GUIDELINES

Athletic Training Students are not prohibited from athletics; however, they are advised that athletic participation may prolong their education. The courses in the Athletic Training Program are designed to be taken in sequence to maximize student learning.

HEALTH REQUIREMENTS

All students enrolled in the AT Program are required to complete a medical history questionnaire and a physical examination completed by a physician to verify that the student can meet the requirements-with or without reasonable accommodation-of an athletic trainer. The physical exam is required by the start of clinical rotations. These are used in part to demonstrate that the student is able to meet the technical standards adopted by the AT Program. All registered students must meet the University's immunization requirements, as well as those of their assigned clinical sites. Failure to meet a specific clinical site's health or onboarding requirements may result in the student being reassigned to an alternative clinical placement by the Coordinator of Clinical Education.

- Physical examinations and immunizations are submitted to Complio and verified by the Program
- The Technical Standards form containing the signature of the ATS documenting acknowledgement of this requirement is maintained by the Program Director of the AT Program.
- All records are kept confidential and will not be released without the student's permission or court order.

IMMUNIZATION & VACCINATION

The Student Health Center provides primary and specialty care as well as pharmacy services for all eligible students. The Health Center offers vaccinations, like the flu shot and TB, throughout the year for all students. University insurance plan information is also available at the center. Appointments are not necessary, but may be made at [mystudenthealth](http://mystudenthealth.com), and many of the services are free of charge. For more information, call 305-284-9100, email studenthealth@miami.edu, or visit 5555 Ponce de Leon Blvd., Coral Gables. All students must provide the Student Health Center proof of immunization against measles, mumps, and rubella before matriculation. All new students must provide proof of immunization against hepatitis B and meningococcal meningitis or sign a waiver declining these immunizations. An immunization form must be completed and returned to Student Health Services prior to arrival on campus in addition to submitting immunization records to Complio. All international students must be screened for tuberculosis by completing page two of the immunization form. Immunization information must be entered at [mystudenthealth](http://mystudenthealth.com) prior to faxing or mailing the form to the Student Health Service for verification. Immunization compliance can also be verified at [mystudenthealth](http://mystudenthealth.com). The cost of the physical examination and vaccinations are the student's responsibility.

<https://studenthealth.studentaffairs.miami.edu/immunization-information/medical-student-requirements/index.html>

HEALTHCARE INSURANCE GUIDELINES

Graduate students on the Coral Gables campus, medical campus, and marine campus are required to obtain adequate health insurance according to the insurance guidelines provided for domestic students and international students. All international students are required to be insured under the University student health insurance plan. Students in certain graduate programs are not eligible to enroll in the University-sponsored student insurance plan. Visit the Student Health Service website for a list of these programs. Students in online-only programs are exempt from the health insurance requirement and are not eligible for the student health insurance or Student Health Services. The Student Health Insurance Plan is designed to be used in conjunction with the services of the Student Health Service and Counseling Center. To obtain greatest benefits, students will need to utilize the Student Health Service first, where treatment will be administered or referral issued, except in the case of medical emergency, maternity, when away from campus or when the Student Health Service is closed. Spouses and dependents are encouraged to establish care with a UHealth or other UnitedHealthcare participating primary care provider by calling 305-243-2273 for Uhealth providers or referring to myuhc.com for UHC providers. Please refer to the Dependent Coverage section for further information. There are no co-payments for clinical and diagnostic services provided at the Student Health Service or Counseling Center. Co-payments and coinsurance may apply to services received elsewhere. Higher out of pocket costs apply when using out-of-network versus in-network providers. Coinsurance for in-patient care is lowest at Uhealth Tower, and prescription drug copays are lowest at the Lennar Walgreens Pharmacy. Students who do not want to enroll in the University's student health insurance plan for 2020-2021 and have alternative coverage must waive the University's student health insurance plan via miami.edu/waive. You will be required to provide proof of alternative, acceptable insurance coverage in order for the waiver to be accepted. See additional information provided on the Student Health Service website. If you do not waive the University's student health insurance plan, you automatically will be enrolled and charged the cost of the University's student health insurance plan. All students, including those with limited out-of-state coverage and otherwise inadequate coverage, are encouraged to review their options carefully before choosing to waive the insurance charge. All records are kept confidential and will not be released without the student's permission or court order. Student Health Center E-mail –

studenthealth@miami.edu, Main Number 305-284-9100, Administration 305-284-5921, Pharmacy 305-284-5922, Health Insurance 305-284-1652, Immunization 305-284-5933 If a sudden, severe illness or serious accident occurs while on campus, contact the Department of Public Safety at (305) 284-6666 or dial 911. While off campus, dial 911 for emergency transport. The charges for all off campus emergency care and ambulance service are the responsibility of the patient

UNIVERSITY OF MIAMI HEALTHCARE GUIDELINES

The Student Health Center is a modern, on-campus, outpatient medical center. Through its staff of qualified physicians, physician assistants, and nurse practitioners, the Health Center diagnoses and treats minor injuries, and new or ongoing illnesses. Services include primary care, select specialty care routine laboratory services, x-ray, pharmacy services, advice on health-related issues, and referral to medical specialists when necessary. Specialty clinics include women's health, allergy, nutritional counseling, and orthopedic clinics. All full-time undergraduate students and all other students who have paid the University Fee are eligible for care at the Health Center. The spouse of the student may pay a Health Care Fee and become eligible for care at the Health Center. All medical records are confidential, are not part of the University records, and will not be released without the patient's permission or court order.

Student Health Center

E-mail – studenthealth@miami.edu

Appointments / Enter Immunization Information – mystudenthealth.miami.edu

Insurance Waivers – myUM (Life at UM Tab)

Main Number 305-284-9100

Administration 305-284-5921

Pharmacy 305-284-5922

Health Insurance 305-284-1652

Immunization 305-284-5933

If a sudden, severe illness or serious accident occurs while on campus, contact the Department of Public Safety at (305) 284-6666 or dial 911. While off campus, dial 911 for emergency transport. The charges for all off campus emergency care and ambulance service are the responsibility of the patient. All students should have adequate health insurance to pay for illnesses, accidents, surgery, psychiatric emergencies, and for off campus emergency room care. All new domestic students taking six or more credit hours per semester are required to obtain adequate health insurance. The annual premium for the health insurance plan offered through the Student Health Service will be added to each student's fee. Domestic students with alternative insurance coverage may request a fee waiver by providing the name of the insurance company and the policy number at or prior to registration. A waiver request form for domestic students can be obtained at the Student Health Center or on the web international students and scholars are required to enroll in the University sponsored health insurance program. International students with alternative insurance coverage may request a fee waiver by submitting an Insurance Waiver Request form to the Student Health Service. A waiver request form for international students can be obtained at the Student Health Center on the web site: www.miami.edu/student-health.

BLOOD BORNE PATHOGEN TRAINING

The Athletic Training Students are required to attend an OSHA Blood Borne Pathogen training program once a year. These trainings are completed in KIN 663: Foundations of Athletic Training and KIN 721: Independent Study- Athletic Training Clinical Internship Experience. The certificates of completion will

be collected and maintained by the program. The BBP training comes at an additional cost to the student enrolled in the respective courses (see costs section for anticipated expenses).

UNIVERSITY OF MIAMI BLOOD BORNE PATHOGENS GUIDELINES

Exposure Control Plan. In the case of an exposure, please see on-site exposure control plan.

Call Employee Health Office **IMMEDIATELY!**

Office: (305) 243-3400 — Monday-Friday 9am-5pm

Cell: (305) 299-4684 (24 hours)

After hours, weekends, holidays.

- Complete Accident Report Form
- Notify supervisor of incident
- Notify Risk Management (305) 284-3163
- For more information regarding Bloodborne Pathogens go to OSHA's website:
<http://www.osha.gov/SLTC/bloodbornepathogens/index.html>

UNIVERSAL PRECAUTIONS

According to the concept of Universal Precautions, all human blood components, products made from human blood, and certain other materials are treated and handled as if known to be infectious for HIV (the virus that causes AIDS), HBV (hepatitis B), and other blood-borne pathogens. The following body fluids should be treated under the Universal Precautions guidelines:

- Amniotic Fluid
- Cerebrospinal Fluid
- Pericardial Fluid
- Peritoneal Fluid
- Pleural Fluid
- Semen
- Synovial Fluid
- Vaginal Secretions
- Any bodily fluid that is visibly contaminated with blood
- All bodily fluids in situations where it is difficult or impossible to differentiate between body fluids.

The following guidelines, or work practice controls, are recommended for Athletic Training Students at the University of Miami:

- All Athletic Training Students must wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as possible following contact of such body areas with blood or other potentially infectious materials. This shall be done immediately following the removal of latex gloves or other personal protective equipment.
- Eating, drinking, smoking, or handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertop or bench tops where blood or other potentially infectious materials are present.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these

substances.

- Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- Resuscitation devices including mouthpieces or resuscitation bags shall be available for use in areas where the need for resuscitation is predictable.
- Equipment, which may become contaminated with blood or other potentially infectious materials, shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless decontamination is not feasible. It must be properly labeled, and information conveyed to all affected people so precautions can be taken.

ACTIVE COMMUNICABLE DISEASES GUIDELINES

Sickness/Illness Guidelines

If an ATS is experiencing any of the following signs or symptoms, they should refrain from their clinical education site until their symptoms have resolved or until they receive medical clearance from a physician.

1. Fever
2. A cold accompanied by a sore throat
3. A cold, which also includes serious congestion, requires you to blow your nose frequently, or which causes you to sneeze often.
4. A cold accompanied by headaches, and other aches and pains.
5. Vomiting

If you have a respiratory illness with a fever, go to the Student Health Services or other healthcare provider. Do not attend classes, clinical experiences, work or social events and avoid contact with other people as much as possible to keep from infecting them.

For the health and safety of the individuals working in the University of Miami Athletic Training Department and the Athletic Department, including the athletes, no student, or employee can return to work if they were diagnosed with an active communicable disease without medical clearance from a licensed physician. The Blood Borne Pathogen Policy adopted by the Office of Environmental Health and Safety was the guideline used to establish this policy.

LIABILITY INSURANCE

Athletic Trainers are not immune to litigation. If the Athletic Training Student adheres to the Guidelines as set forth in this manual and those particular to their own clinical site assignment and does not attempt to perform duties outside the scope of their limitations, the chances of litigation are greatly reduced. The following guidelines should be always adhered to:

- 1 Consider everyone you see, talk to or touch as a potential plaintiff. Adhere to FERPA and HIPAA which deal with releasing confidential information. A written release from the patient must be signed before releasing any information.
- 2 Know the limits of your competence and responsibilities.
- 3 Be attentive and develop good evaluative skills
- 4 Maintain a good rapport and open communication with your patients, clinical supervisor, team physicians, administrators and faculty.
- 5 Maintain good records and documentation of patient care.

6 Know the State of Florida Laws and Rules governing the practice of Athletic Training.

In an effort to protect Athletic Training Students in the event of litigation, the University purchases liability insurance for all AT students under a university policy. This coverage is renewed each year. The program maintains a copy of professional liability insurance coverage for the Athletic Training Students

FLORIDA STATE PRACTICE ACT

64B33-4.001 Protocols; Scope of Practice.

(1) A licensed athletic trainer shall apply principles, methods and procedures within the domains established by the Board of Certification that provide the foundation of the scope of the athletic trainer's practice.

- (a) Risk Reduction, Wellness, and Health Literacy;
- (b) Assessment, Evaluation, and Diagnosis;
- I Critical Incident Management;
- (d) Therapeutic Intervention;
- I Healthcare Administration and Professional Responsibility.

(2) A licensed athletic trainer shall apply the following principles, methods and/or procedures within the scope of the profession:

(a) Rehabilitation through the use of safe and appropriate physical rehabilitation practices, including those techniques and procedures following injury or illness and recovery that restore and maintain normal function status;

(b) Application of principles and methods related to strength training, cardiovascular fitness, and performance enhancement;

I Performance of tests and measurements to prevent, evaluate, clinically diagnose, treat, and monitor acute and chronic injuries, illnesses, or conditions;

(d) Selection of preventive and supportive devices, temporary splinting and bracing, protective equipment, taping, strapping, and other devices or techniques to protect an injury or condition, facilitate ambulation and restore normal functioning;

I Organization and administration including the development and implementation of strategies and procedures to minimize risk and to promote safety and wellness;

(f) Recognition of factors related to injuries, illnesses, and conditions within the scope of the profession as well as correcting or modifying inappropriate, unsafe, or dangerous activity;

(g) Design, review and/or revise policies and procedures related to prevention, care, and rehabilitation as well as emergency action plans to guide appropriate patient care, establish a sound, unified response to events, and to optimize outcomes overall;

(h) Implementation of appropriate emergency and immediate care procedures to reduce the risk of morbidity and mortality, including core temperature assessment and the application of devices used in emergency care (e.g. tourniquet, airway adjuncts);

(i) Implementation of systematic, evidence-based examinations and assessments within the scope of the profession to ensure appropriate care, referral and course of action;

(j) Education and counseling regarding wellness, the prevention of injury, illness, or conditions, and clinical diagnosis, prognosis, and plan of care within the scope of the profession;

(k) Creating, maintaining, and completing patient care and administrative documentation consistent with professional practice guidelines or requirements;

(l) Knowledge of professional standards of practice and ethics, and ensure those standards are implemented as part of an athletic trainer's duties and responsibilities;

(m) Knowledge of basic business principles, policies and procedures, organizational, and resource management.

(n) Education and guidance regarding nutrition (e.g. supplements, hydration, and dietary recommendations) for safe participation in activity and recovery following an injury, illness, or condition;

(o) Administer over-the-counter medications for patients 18 years old or older, in accordance with manufacturer instructions, to treat symptoms associated with recognized injury, illness, or conditions.

(3) For treatment and rehabilitation of musculoskeletal injuries or conditions and to maintain normal function status, the athletic trainer may utilize the following therapeutic interventions:

(a) Therapeutic Exercise;

(b) Manual therapy techniques (e.g. myofascial decompression, muscle energy, massage, joint and soft tissue mobilization treatment with or without instrument assistance);

I Mechanical Devices (e.g., continuous passive motion, isokinetics, treadmill with or without differential air pressure, blood flow restriction, and traction);

(d) Cryotherapy (e.g., ice, cold packs, cold water immersion, spray coolants, cold compression devices);

I Thermotherapy (e.g., topical analgesics, moist/dry hot packs, heating pads, paraffin bath);

(f) Other therapeutic agents with the properties of water (e.g., whirlpool); electricity (e.g., electrical stimulation, diathermy); light (e.g., infrared, ultraviolet, laser therapy); air (e.g. intermittent or sustained compression); or sound (e.g., ultrasound, shockwave therapy).

(4) The athletic trainer may apply topical prescription medications (e.g., steroid, analgesic, or anti-inflammatory preparation for phonophoresis or iontophoresis) at the direction of a physician.

(5) The athletic trainer may administer emergency prescription medications and treatments (e.g. Epi-pen, asthma inhaler, Oxygen, insulin, glucose) at the direction of a physician.

(6) The athletic trainer may treat an abnormal acute or chronic joint dislocation injury using joint reduction techniques at the direction of a physician.

(7) The athletic trainer may implement wound management techniques for debridement and closure at the direction of a physician.

(8) The athletic trainer may administer monofilament intramuscular stimulation treatment for trigger points or myofascial pain at the direction of a physician.

(9) The athletic trainer may perform or obtain the necessary and appropriate diagnostic or laboratory tests (e.g. imaging, blood work, urinalysis, electrocardiogram) to facilitate diagnosis, referral, and treatment planning at the direction of a physician.

(10) A licensed athletic trainer shall report new or recurring injuries or conditions to a physician in the manner requested by the physician.

(11) Nothing herein shall be construed to prevent a person from administering standard first aid treatment. In the absence of a physician being available at a practice, competitive event, or other setting where a licensed athletic trainer is present, the licensed athletic trainer may provide first aid and preventative measures and implement appropriate procedures and strategies for transport and/or referral to a physician's office, hospital, or other healthcare facility.

(12) Nothing herein shall be construed to limit the physical locations or facilities at which the athletic trainer may provide the services identified herein.

(13) A licensed athletic trainer shall maintain the following regarding the standards of practice:

(a) A licensed athletic trainer shall neither practice nor condone discrimination on the basis of race, creed, national origin, sex, age, handicap, disease entity; social status, financial status or religious affiliation;

(b) A licensed athletic trainer shall provide competent care consistent with both the requirements and the limitation of the athletic training profession;

I A licensed athletic trainer shall comply with applicable local, state, and federal laws;

(d) A licensed athletic trainer shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the patient consents to such release or release is permitted or required by law;

I A licensed athletic trainer shall report illegal or unethical practice pertaining to athletic training to the appropriate person or authority;

(f) A licensed athletic trainer shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, qualifications, identity, or services;

(g) A licensed athletic trainer employing, supervising, or evaluating the performance of other staff members shall fulfill such responsibilities in a fair, considerate, and equitable manner;

(h) A licensed athletic trainer shall not practice when their ability is impaired by the use of drugs or alcohol.

Rulemaking Authority 468.705 FS. Law Implemented 468.705, 468.713 FS. History—New 11-17-96, Formerly 61-25.004, 64B30-25.004, Amended 10-4-16, 2-26-18, 12-4-22. See the following link for the latest edition: <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=64B33-4>

NATA CODE OF ETHICS

Preamble

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails. The National Athletic Trainers' Association respects and values diversity amongst its members and patients served. Our members work respectfully and effectively with diverse patient populations in varied healthcare environments. The NATA prohibits discrimination based on race, ethnicity, color, national origin, citizenship status, religion (creed), sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, military status, family/parental status, income and socioeconomic status, political beliefs, or reprisal or retaliation for prior civil rights activity, or other unlawful basis, in any program or activity conducted or funded by the NATA (VATA, 2020).

Important Professional Values (PV) shared by the NATA membership include: 1) Caring & Compassion, 2) Integrity, 3) Respect, 4) Competence, and 5) Accountability. These shared PV underpin the NATA Code of Ethics, motivate honorable interpersonal behaviors, and conduct in member's interactions with all persons. The Appendix to the Code of Ethics reveals a definition and sample behaviors for each shared PV.

PRINCIPLE 1. IN THE ROLE OF AN ATHLETIC TRAINER, MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELL-BEING, AND DIGNITY OF OTHERS (PRINCIPLE 1 is associated with the PV of Respect, Caring & Compassion, and Competence.)

1.1 Members shall act in a respectful and appropriate manner to all persons regardless of race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity and expression.

1.2 Member's duty to the patient is the first concern, and therefore members are obligated to place the well-being and long-term well-being of their patient above other stakeholders to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient as delineated by professional statements and best practices.

1.3 Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2. MEMBERS SHALL COMPLY WITH THE LAWS AND REGULATIONS GOVERNING THE PRACTICE OF ATHLETIC TRAINING, NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA) MEMBERSHIP STANDARDS, AND THE NATA CODE OF ETHICS (PRINCIPLE 2 is associated with the PV of Accountability.)

2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

PRINCIPLE 3. MEMBERS SHALL MAINTAIN AND PROMOTE HIGH STANDARDS IN THEIR PROVISION OF SERVICES (PRINCIPLE 3 is associated with the PV of Caring & Compassion, Accountability.)

3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.

3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.

3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.

3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.

3.5. Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6. Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4. MEMBERS SHALL NOT ENGAGE IN CONDUCT THAT COULD BE CONSTRUED AS A CONFLICT OF INTEREST, REFLECTS NEGATIVELY ON THE ATHLETIC TRAINING PROFESSION, OR JEOPARDIZES A PATIENT'S HEALTH AND WELL-BEING.

(PRINCIPLE 4 is associated with the PV of Respect.)

4.1. Members should conduct themselves personally and professionally in a manner, that reflects the shared professional values, that does not compromise their professional responsibilities or the practice of athletic training.

4.2. All NATA members, whether current or past, shall not use the NATA logo or AT logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3. Members shall not place financial gain above the patient's well-being and shall not participate in any arrangement that exploits the patient.

4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

September 2005, Revised May 2022

UNSAFE ATHLETIC TRAINING PRACTICE GUIDELINES

Definition

Unsafe Athletic Training Practice is jeopardizing a patient's life, health or safety, engaging in unprofessional conduct, or violating the ethical code for Athletic Training. Unsafe athletic training practice is defined to include, but is not limited to, the following behaviors of a Staff Athletic Trainer, Physical Therapist or an Athletic Training Student:

- Failure to supervise adequately the performance of acts by any person working at the Staff or Athletic Training Student's direction; or
- Delegating or accepting the delegation of an athletic training function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective patient care; or
- Failure to utilize appropriate judgment in administering safe athletic training practices based upon the expected level of athletic training preparation; or
- Performing new athletic training techniques or procedures without proper education and preparation; or
- Failure to report through the proper channels the unsafe or illegal practice of any person who is providing athletic training care; or
- Engaging in activities which do not fall within the realm of standardized athletic training practice; or
- Endangering the welfare of the patient through own physiological or mental health status.

Unprofessional conduct is athletic training behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the Athletic Training profession, and which could jeopardize the health and welfare of the people which shall include but not be limited to the following:

- Inaccurate recording, reporting, falsifying, or altering client records; or
- Verbally or physically abusing patients; or
- Falsifying manipulating patient records; or
- Appropriating without authority, medications, supplies or personal items of the patient; or
- Falsifying documents submitted to the athletic training program
- Leaving an athletic training assignment without properly advising appropriate personnel
- Violating the confidentiality of information or knowledge concerning the client; or
- Conduct detrimental to the public interest; or
- Discriminating in the rendering of athletic training services; or
- Impersonating a licensed practitioner, or permitting another person to use his/her athletic training identification for any purpose; or
- Aiding, abetting or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a Staff Athletic Trainer, Physical Therapist or an Athletic Training Student; or
- Presenting a forged prescription; or
- Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
- Socializing with patients or clients at local clubs or establishments; or
- Dating patients or clients; or
- While caring for a patient, engaging in conduct with a patient or athlete that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a client, or engaging in sexual exploitation of a client; or
- Obtaining money, property or services from a patient through the use of undue influence, harassment, duress, deception or fraud; or
- Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws of the state medical assistance laws; or
- Allowing own value system to interfere with patient care/well-being.

Violating the ethical code for Athletic Trainers shall include, but not be limited to, the following:

- Lack of respect for human dignity and the uniqueness of the patient, restricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- Fails to safeguard the client's right to privacy.
- Fails to act to safeguard the client and the public when health care are affected by the incompetent, unethical, or illegal practice of any person.
- Fails to assume responsibility and accountability for individual athletic training judgments and actions.
- Fails to exercise informed judgment and use individual competence and qualifications when seeking consultation, accepting responsibilities, and delegating athletic training activities to others.

An Athletic Training Student is a student and not a Certified Athletic Trainer and is therefore subject to the academic standard review of the Unsafe Athletic Training Practice Guidelines. A violation of these guidelines is a violation of academic standards. Conduct which falls under these guidelines may also be subject to disciplinary action under the applicable University of Miami conduct code.

SANCTIONS IMPOSED FOR UNSAFE ATHLETIC TRAINING PRACTICE

If an Athletic Training Student demonstrates unsafe behavior in a course(s) or clinical assignment the Athletic Training faculty, Athletic Training Staff, or Athletic Administration may impose any of the following sanctions:

- Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change unsafe behavior.
- Immediate suspension from the setting.
- Immediate dismissal from the course.
- Immediate dismissal from the clinical assignment.
- Grade of “F” for course
- Dismissal from the Athletic Training Program.

SEXUAL HARASSMENT GUIDELINES

It is the policy of the University of Miami to maintain the campus as a place of work and study for faculty, staff, and students free of sexual harassment. Students should be aware that sexual harassment is unacceptable conduct and will not be tolerated. Examples of such unacceptable behavior include but are not limited to:

- Sexually oriented verbal joking or abuse
- Subtle pressure for sexual activity
- Physical contact such as patting, pinching or constant brushing against another’s body.
- Demands of sexual favors, with or without implied or overt promises of preferential treatment or threats
- Verbal or physical conduct of a sexual nature creating an intimidating, hostile, or offensive environment.

Students who wish to discuss sexual harassment should contact Office of Workplace, Equity and Performance at 305-284-3064. Sexual Assault Response Team – S.A.R.T. is a telephone response line for University of Miami students administered by the University’s Counseling Center. During the regular academic year, students who have been sexually battered, assaulted, or molested can talk to a trained volunteer anonymously and from the privacy of a telephone. The S.A.R.T. hotline number is 305-798-6666.

https://umiami.policystat.com/policy/token_access/c974f9b2-1aa7-4b85-8bac-4a1a7317a9a5/

SEXUAL MISCONDUCT POLICY – TITLE IX

The University of Miami is committed to fostering an environment in which its students, faculty and staff are free from sexual misconduct (which includes sex-based discrimination, sexual harassment, sexual violence, relationship violence, and stalking) and other illegal discriminatory practices. These behaviors impede learning, living, and working conditions and, therefore, are not tolerated.

The University has developed policies and procedures to ensure the safety and well-being of all members of the University community in compliance with applicable laws.

The University of Miami’s Sexual Misconduct Policy applies to all members of the University community, including students, faculty, staff, and visitors. The procedures for investigation and

adjudication of complaints is determined by the status of the individual who is alleged to have engaged in sexual misconduct (“Respondent”). To learn about a number of University and community resources to help overcome sexual misconduct, please visit the Title IX website: <https://titleix.miami.edu/>

The University’s Title IX Office works to prevent, stop, and address sexual misconduct across all campuses and for all University community members. Sex- or gender-based discrimination is wrong. It is illegal. It will not be tolerated. The University of Miami is committed to maintaining a safe and secure environment, free from any form of sexual misconduct, including sex- or gender-based discrimination, dating violence, domestic violence, sexual assault, or stalking. To learn more about Title IX, policies and procedures, education and awareness efforts, and how to report misconduct, review the Title IX Office website, call 305-284-8624, email titleixordinator@miami.edu, or visit Suite 100 of the Gables One Tower

CONFIDENTIALITY GUIDELINES

Disclosing any information about a patient’s condition is considered unethical by the NATA and a HIPAA violation. Information regarding a patient’s condition is highly confidential. Any Athletic Training Student that discusses this information outside of the University of Miami health care system may be dismissed from the Athletic Training Program. Athletic Training Students are not permitted to speak to the media, their classmates, their friends, their family, or anyone outside the Athletic Training Staff regarding a patient’s injury/illness. Information regarding the injury/illness of an athlete is released to the media through the University Athletics Department Refer to the Appendix for the *Acknowledgement of the Confidentiality Guidelines* form that all Athletic Training Students must sign and submit to the Program Director. Students who do not submit this form to the Program Director will be removed from their clinical education setting until the signed form is submitted.

HIPAA PRIVACY & SECURITY AWARENESS TRAINING

Use the following link to complete HIPAA Training

<https://hipaatraining.us/>

Please follow the instructions to complete the training:

1. Watch the videos
2. Complete the quizzes
3. Print/save your certificate (do not choose the email option, if necessary, take a screen shot of your certificate. A printout of your scores alone will not be accepted)

FERPA AWARENESS TRAINING

Use the following link to complete FERPA 101: Colleges and Universities training

<https://usferpatraining-console.lrn.com/login>

Please follow the instructions to complete the training:

1. Create an account
2. Complete the FERPA 101 module
3. Take a screenshot of completion page

APPENDIX
AT Program Forms



AT PROGRAM GUIDELINES MANUAL ACKNOWLEDGEMENT

I, _____, have read and understand the Athletic Training Program Guidelines Manual. I agree to abide by all of the guidelines stated therein during my matriculation through the program. In the event I do not adhere to these guidelines, I am aware that I may be disciplined per the School of Education and Human Development and University of Miami policies.

Student Signature

Date

ATHLETIC TRAINING STUDENT INFORMATION SHEET

Student Name: _____

Local Address: _____

Check One In-State: _____ **Out-of-State:** _____ **International:** _____

Cell Phone #: _____ **Date of Birth:** _____

UM Email: _____ **C#:** _____

Driver's State: _____ **Driver's License #:** _____

Self-Reported Gender (utilized for CAATE student reported data):
_____ or prefer not to answer

Self-Reported Race (utilized for CAATE student reported data):
_____ or prefer not to answer

Top three desired clinical sports/settings you would like to experience while in the program:

1. _____ 2. _____ 3. _____

Clothing sizes: Please provide unisex and gender specific sizes.

T-shirt Size: XS S M L XL

Polo Size: XS S M L XL

Short Size: XS S M L XL

Khaki Size: Females pant size, ex: 2, 4, 6, etc., Males waist size ex. 30, 32, 34, etc. Size: _____

Shoe Size: Men or Women Size _____

Emergency Contact Information:

Name: _____

Relationship to student: _____ **Phone #:** _____

Additional Information: _____

AT PROGRAM ADVISOR CHECKLIST

NAME: _____

I understand that the role of an Academic Advisor is to advise me on such matters as course offerings and graduation requirements, but I am solely responsible for ensuring that I have taken all courses and complete all other requirements necessary to the completion of a University of Miami degree. I further understand that it is my responsibility to read the University Bulletin and the Athletic Training Program Guidelines Manual, which contain all rules and requirements pertaining to the completion of a University of Miami degree.

The student has been advised of the following requirements and has initialed each item in acknowledgement as it is explained by the Advisor:

- _____ I am aware that I must meet the health requirements of the Athletic Training Program.
- _____ I am aware that I must meet the technical standards of the Athletic Training Program.
- _____ I am aware that I must create a *Course Sequence Plan* with my advisor that must be submitted to the Graduate School by the end of the Summer B term
- _____ I am aware that all Athletic Training courses must be completed at the University of Miami, unless transfer credits prior to matriculation within the Athletic Training Program were submitted by the Program Director on behalf of the student and approved by Graduate School.
- _____ I am aware that all Athletic Training courses must be taken in the proper sequence.
- _____ I am aware that I must complete all clinical education requirements to be eligible for graduation.
- _____ I am aware that I must maintain a cumulative GPA of 3.0 in the Athletic Training Program to be eligible for graduation.
- _____ I am aware that I must receive a grade of "C" (73%) or better in all classes
- _____ I am aware that I must apply for Graduation during my last semester.

Student's Signature

Date

ACTIVE COMMUNICABLE DISEASES GUIDELINES ACKNOWLEDGEMENT

Sickness/Illness Guidelines

If an ATS is experiencing any of the following signs or symptoms, they should refrain from their clinical education site until their symptoms have resolved or until they receive medical clearance from a physician.

1. Fever
2. A cold accompanied by a sore throat
3. A cold, which also includes serious congestion, requiring you to blow your nose frequently, or which, causes you to sneeze often.
4. A cold accompanied by headaches, and other aches and pains.
5. Vomiting

If you have a respiratory illness with a fever, go to the Student Health Service. Do not attend classes, work or social events and avoid contact with other people as much as possible to keep from infecting them.

For the health and safety of the individuals working in the University of Miami Athletic Training Department and the Athletic Department, including the athletes, no student, or employee is able to return to work if they were diagnosed with an active communicable disease without medical clearance from a licensed physician. The Blood Borne Pathogen Policy adopted by the Office of Environmental Health and Safety was the guideline used to establish this policy.

I have read and I understand the Active Communicable Diseases Guidelines

Student's name (please print)

C Number

Student's signature

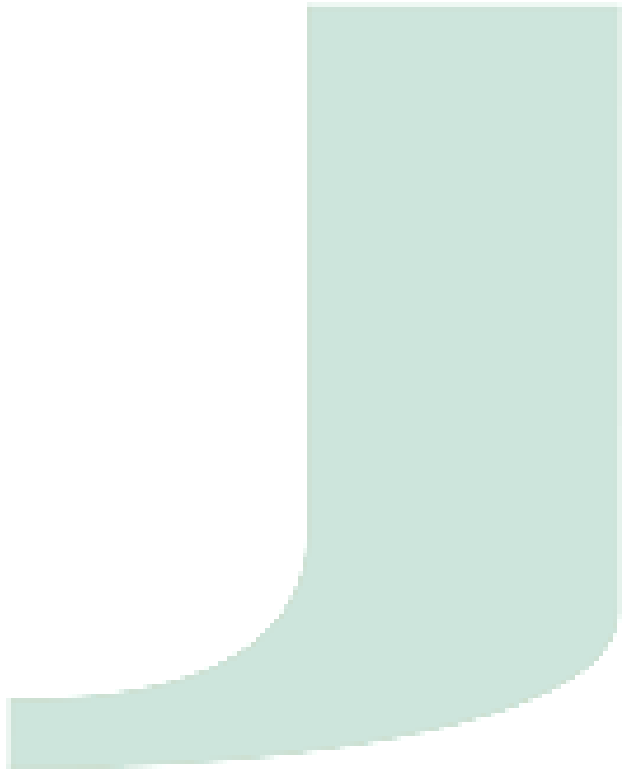
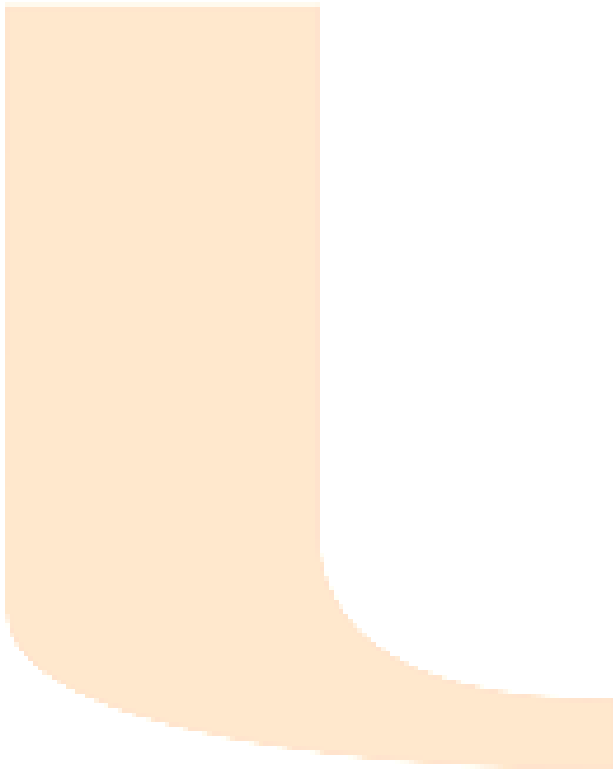
Date

UNSAFE ATHLETIC TRAINING PRACTICE GUIDELINES ACKNOWLEDGEMENT

I, _____, have read and understand the Department of Athletic Training/Athletic Training Program Unsafe Athletic Training Practice Guidelines. I agree to abide by all of the guidelines stated therein. If I fail to adhere to the Unsafe Athletic Training Practice Guidelines, I am aware that I may be disciplined as stated above.

Signature

Date



TECHNICAL STANDARDS FORM ACKNOWLEDGEMENT

Students must read and sign indicating they understand the technical standards listed above that are required of students selected to participate in the Athletic Training Program and understand that they are essential requirements of the program. If for any reason, the student's health status changes, they are required to notify the program and update their signature. Completion of the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) exam. Students requesting accommodation to meet the technical standards must contact the Office of Disability Services prior to the start of the program or immediately upon a change in health status.

I certify that I have read and understand the technical standards listed above that are required of students selected to participate in the Athletic Training Educational Program and understand that they are essential requirements of the program. I understand that if, for any reason, my health status changes, I am required to notify the program and update my signature.

Print Name: _____

C-Number: _____

Signature of Student

Date: _____

Signature of Program Director

Date: _____

MEDICAL HISTORY FORM

Have you ever had: (if yes, please comment)

Cardiovascular Disorders/Disease	No	Yes	Comments:
Allergies	No	Yes	Comments:
Speech Impairments	No	Yes	Comments:
Visual Impairments	No	Yes	Comments:
Hearing Impairments	No	Yes	Comments:
High Blood Pressure	No	Yes	Comments:
Asthma or other Respiratory Problems	No	Yes	Comments:
Hepatitis/Liver Disease	No	Yes	Comments:
Fainting Spells, Epilepsy or Convulsions	No	Yes	Comments:
Kidney or Bladder Disease	No	Yes	Comments:
Any Previous Surgeries	No	Yes	Comments:
Communicable Diseases	No	Yes	Comments:
Mental Health disorder	No	Yes	Comments:
Are you currently on any medications?	No	Yes	Comments:
Do you have a disability that would prevent you from meeting the Technical standards for the Athletic Training Program?	No	Yes	Comments:

Orthopedic History (if yes, please indicate left or right and list the approximate date)

Neck	No	Yes	Right	Left	Date
Pinched nerves					
Burners/ stingers					
Fractures					
Sprains					
Pains					
Surgery					
Hand/Wrist/Fingers	No	Yes	Right	Left	Date
Dislocations					
Tendon injuries					
Fractures					
Sprains					
Pain					
Surgery					
Spine/Back	No	Yes	Right	Left	Date
Ruptured disc					
Muscle spasm					
Stiffness					
Pain w/ lifting					
Numbness in legs					
Surgery					
Pelvis/ Hips	No	Yes	Right	Left	Date
Groin pulls					
Hip pointers					
Fractures					
Pain					
Surgery					

Shoulder/Clavicle	No	Yes	Right	Left	Date
Separations					
Dislocations					
Fractures					
Slipping in joint					
Pain with throwing					
Surgery					
Arm	No	Yes	Right	Left	Date
Calcium deposits					
Burners/stingers					
Fractures					
Pain					
Surgery					
Elbow	No	Yes	Right	Left	Date
Dislocations					
Tennis elbow					
Fractures					
Pain					
Surgery					
Thigh	No	Yes	Right	Left	Date
Quad strain					
Hamstring strain					
Fractures					
Torn muscles					
Pain					
Calcium deposits					

Lower Leg	No	Yes	Right	Left	Date
Shin splints					
Achilles pain					
Torn Achilles					
Fracture					
Calf pain					
Surgery					
Knee	No	Yes	Right	Left	Date
Torn cartilage					
Kneecap pain					
Fractures					
Ligament injury					
Swelling					
Locking					
Giving way					
Dislocations					
Wear braces					
Casted					
Arthroscopy					
Surgery					
Feet/Toes	No	Yes	Right	Left	Date
Dislocation					
Turf toe					
Fractures					
Sprains					
Wear orthotics					
Pain					
Surgery					

Ankle	No	Yes	Right	Left	Date
Dislocations					
Casted					
Fractures					
Sprains					
Pain					
Braces					
Surgery					

Please use this space provided below to explain in detail the questions you have answered with a *Yes* response.

I do hereby state that, to the best of my knowledge and belief, the orthopedic history that I have provided is correct and accurate.

Athletic Training Student Signature

_____/_____/_____
Date

SEXUAL HARASSMENT POLICY SIGNATURE FORM

Sexual harassment includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual's body, sexually degrading remarks used to describe an individual, or unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that sexual submission or the lack thereof will be used as a basis for employment or education decisions affecting or interfering with an individual's salary, academic standing or other conditions of employment, academic, or career development. Sexual harassment of or by any administrator, faculty member, employee, or student is absolutely prohibited. A violation of the student sexual harassment Guidelines shall constitute grounds for disciplinary action up to and including dismissal/expulsion from the University. The University reaffirms its commitment to the concept of nondiscrimination and to providing an educational forum and work environment free of sexual harassment.

The University student sexual harassment policy provides for an informal and formal grievance procedure. Students who feel they have been sexually harassed or need information about the University of Miami Sexual Harassment Guidelines should contact the Office of Equality Administration at 305-284-3064. (Refer to the Student Rights and Responsibilities document).

The Athletic Training Program has adopted the University of Miami Sexual Harassment Guidelines. The following list contains explanations of inappropriate behavior that may be construed as sexual harassment:

- ◆ Engaging in conduct with an athlete or patient that is sexual, or may reasonably be interpreted as sexual, is inappropriate behavior and is grounds for immediate dismissal from the AT Program.
- ◆ Verbal remarks or comments that are seductive or sexually demeaning to an athlete or patient is inappropriate behavior and is grounds for immediate dismissal from the AT Program.
- ◆ Engaging in sexual exploitation of an athlete or patient is inappropriate behavior and is grounds for immediate dismissal from the AT Program.

Athletic Training Students that feel they are a victim of sexual harassment must report this issue to the preceptor immediately. The Program Director and the Head Athletic Trainer must be notified of this issue as well.

I, _____, have read and understand the Athletic Training Program/ University of Miami Sexual Harassment Policy. I agree to abide by all of the guidelines stated therein during my matriculation through the Athletic Training Program. If I fail to adhere to this policy, I am aware that I may be disciplined in accordance with the School of Education & Human Development and University of Miami policies.

Signature

Date

CONFIDENTIALITY GUIDELINES SIGNATURE FORM

Disclosing any information about an athlete's condition is considered unethical by the NATA. Information regarding an athlete's condition is highly confidential. Any Athletic Training Student that discusses this information outside of the University of Miami health care system may be dismissed from the Athletic Training Program. Athletic Training Students are not permitted to speak to the media, their classmates, their friends, their family, or anyone outside the Athletic Training Staff regarding an athlete's injury/illness. Information regarding the injury/illness of an athlete is released to the media through the Sports Information Office only.

I, _____, have read and understand the Athletic Training Programs Confidentiality Guidelines. I agree to abide by all of the guidelines stated therein during my matriculation through the Athletic Training Program. If I fail to adhere to this policy, I am aware that I may be disciplined in accordance with the School of Education and Human Development and University of Miami policies.

Student Signature

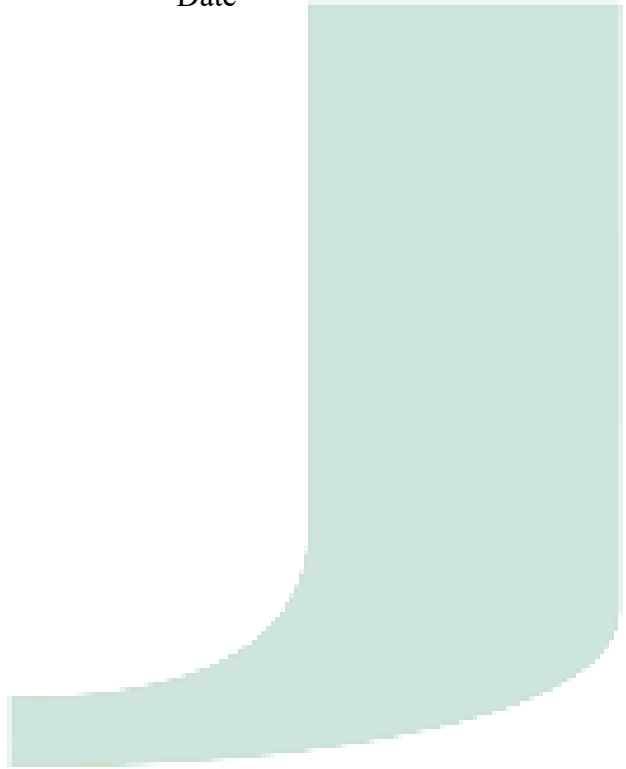
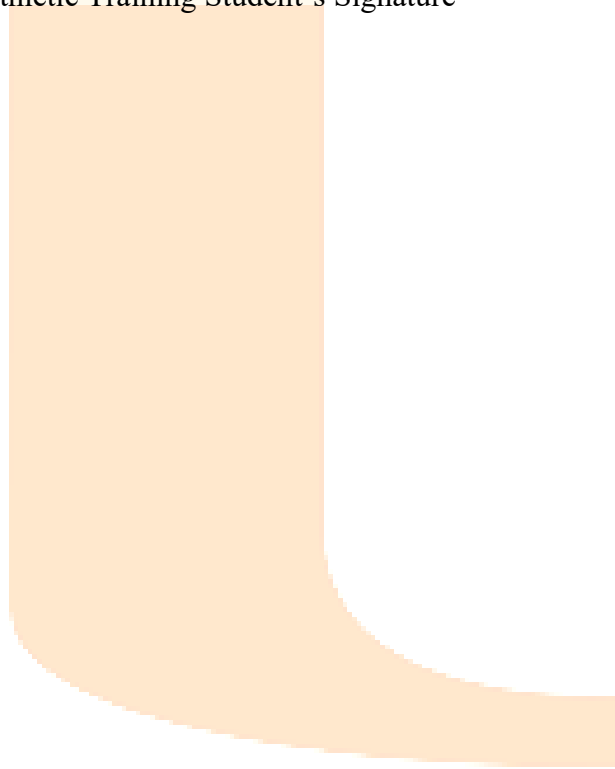
Date

RELEASE OF INFORMATION FOR THE SITE VISIT

I, _____, grant permission to the site visitors for the viewing of my student portfolio, the term “portfolio” includes but is not limited to files that contain, medical records, academic reports, advisement sheets, exam scores, Clinical Proficiency Evaluations etc., for the sole purpose of evaluating the Athletic Training Program’s record keeping process. My signature on this form indicates this understanding. I also understand that except as provided above and as provided for by law or University policy, no information from my student portfolio will be shared outside of the University of Miami’s Athletic Training Program.

Athletic Training Student’s Signature

Date



CLINICAL EDUCATION GUIDELINES

I have read and understand the following (please initial):

_____ ATS are NOT allowed to perform skills in which you have not been instructed

_____ Clinical Hours must be recorded in Typhon by the Athletic Training Student

_____ ATS are NOT allowed to travel with a team without direct supervision by preceptor

_____ All athletic training clinical education hours must be obtained under the **DIRECT SUPERVISION** of a preceptor.

_____ Clinical education hours may be counted for the following:

- Patient interactions
- Preparation of patients for practices/competitions
- Treatments before and after practices/competitions
- AT duties during practices/competition
- Injury evaluation/Clinic with a team physician
- Rehabilitation
- Observation of a surgery
- In-services
- Administrative duties

_____ Clinical education hours may **NOT** be counted for the following:

- Traveling time with a team (on a plane, bus, etc.)
- Team meetings or Team meals
- Social Time

_____ Students must complete the designated minimum number of clinical hours each week and will not exceed the maximum designated number of hours without prior permission from the Coordinator of Clinical Education.

I, _____, have read and understand the Athletic Training Program Clinical Education Guidelines.

Signature

Date

ATHLETIC TRAINING ABSENCE REQUEST FORM

Student's Name: _____

Date(s) Requesting OFF: _____

Time(s) Requesting OFF: _____

Reason For Absence: _____

Decision: **APPROVED** () **DISAPPROVED** ()

Preceptor's Signature: _____ / ____ / ____

PD or CCE Signature: _____ / ____ / ____

STUDENT SUBSTANCE ABUSE AND DRUG TESTING POLICY ACKNOWLEDGEMENT

The University of Miami Master of Science in Athletic Training Program prohibits the use or the possession or dissemination of narcotics or other mind-altering drugs, other than those medically prescribed, properly used, and in the original container, by students on university property or while on university business. The purpose of this substance abuse policy is to provide information related to any unlawful use, manufacture, distribution, or possession of controlled or illegal substances or alcohol, and to ensure that individuals who provide patient care are not under the influence of any substances that can impair their ability or judgment. To that end, University of Miami Master of Science in Athletic Training Program enforces a zero-tolerance policy with regards to student impairment from drugs or alcohol at clinical sites or while in class, and thus any unlawful possession, use, manufacture or distribution of controlled or illegal substances or alcohol by any student while on campus or at a clinical site shall be considered substance abuse or possible dependency and will constitute cause for termination from the program. University of Miami Master of Science in Athletic Training Program students are expected to read and comply with this Student Substance Abuse Policy. A signed copy of the policy is indication that the policy has been read and understood.

All students will undergo drug testing as a part of their admission and continuing enrollment in the athletic training program. A minimum of one 10 panel drug screen is required through American Data Bank. The screening will be conducted at the time of admission, prior to starting classes. The drug screening process involves the collection of urine, blood, or hair samples to detect the presence of substances which may cause impairment. When a student receives an e-mail from the Program Administration directing him/her to be drug tested, the student must submit his/her specimen at a designated American Data Bank collection site or other designated drug screening location within 24 hours of notification. Students failing to submit a sample within this time frame may be withdrawn from clinical courses and subject to further disciplinary action, up to and including dismissal. Students will be responsible for the cost of the drug screenings which are part of the background check that must be completed prior to admission, as well as for the cost of any future drug tests as requested by the program.

Student Signature

Date

PROFESSIONAL CONDUCT POLICY

As an Athletic Training Student, conducting oneself in accordance with the NATA code of ethics is imperative. As an Athletic Training Student, you must conduct yourself in a professional manner while delivering patient care; as such, you should refer to all your patients, regardless of the clinical setting, as “patients.” Athletic Training Students must display impartiality towards all patients. Thus, you are prohibited from engaging in close personal relationships (including sexual, romantic, intimate, and personal friendships) to ensure impartiality and professional treatment of all patients. Close personal relationships create the appearance or actuality of favoritism, which is professionally unethical and violates the NATA code of ethics. “Members should conduct themselves personally and professionally in a manner, that reflects the shared professional values, that does not compromise their professional responsibilities or the practice of athletic training NATA Code of Ethics 4.1, 2022)”. If a student wishes to report an issue, please see the Sexual Harassment Policy (pg.49).

The University of Miami Athletic Training Program expressly prohibits Athletic Training Students From engaging in close personal relationships with any patient of the Athletic Training Program’s clinical sites (regardless of the Athletic Training Student’s clinical placement). Athletic Training Students must abide by the Athletic Training Program’s Professional Conduct Policy throughout their enrollment in the program. Athletic Training Students who violate the professional conduct policy will be subject to disciplinary actions. A committee comprised of program administration, preceptor(s), and the department chair will review the allegations against the student and determine a recommendation for an appropriate course of action, which may include but is not limited to clinical reassignment (which may delay graduation), clinical probation (which may delay graduation), an incomplete or failing grade in the current practicum course (which may delay graduation), or dismissal from the Athletic Training Program. Additionally, students are expected to abide by all other university policies (found in the student rights and responsibilities handbook)

I _____ have read and understand the Athletic Training Program Professional Conduct Policy, I agree to abide by the guideline stated therein during my matriculation through the athletic training program. If I fail to adhere to this policy, I am aware that I may be disciplined in accordance with the School of Education and Human Development and University of Miami policies.

Student’s Signature

Date

**University of Miami Athletic Training Program
Diagnostic Radiology Radiation Protection Program Acknowledgement**

I, _____ acknowledge that I have read and understand the UHealth Diagnostic Radiology Radiation Protection Program Policy.

Printed Name

Signature

Date

A large, stylized graphic of the letter 'U' is centered on the page. The left and bottom portions of the 'U' are filled with a light orange color, while the right and bottom portions are filled with a light teal color. The 'U' is positioned below the signature and date fields, partially overlapping the bottom of the signature area.