Indiana State University – Department of Applied Medicine and Rehabilitation

Post Professional Doctorate in Athletic Training Program

Policy and Procedures Manual

Updated Spring 2018
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# Table of Contents

**Welcome** iii  
**Introduction** 1  
  - **Program Faculty and Administration** 1  
  - **Facilities** 2  
**Mission** 2  
**Core Competencies** 3  
**Points of Distinctiveness** 5  
**Admissions** 5  
**Degree Requirements** 6  
**College of Graduate and Professional Studies Policies** 6  
**DAT Program Policies for Progress Toward Degree, Retention, and Academic Standing** 7  
  - Guidelines and Procedures for the Removal of a Student from an Academic program for Reasons Other than Academic Performance 8  
  - Reinstatement Procedure 9  
**Student Code of Conduct** 9  
**Grievance Policy** 10  
**Research** 10  
  - **Research Projects** 10  
  - **Dissemination** 10  
  - **Research Laboratory** 11  
**Position Descriptions** 11  
  - **Program Director** 11  
  - **Director of Clinical Education** 12  
  - **Medical Director** 13  
  - **Clinical Supervisor** 13  
  - **DAT Student** 13  
**Program Policies** 13  
  - **Certification** 13  
  - **State Credentialing** 14  
  - **Fees** 14  
  - **Additional Costs** 14  
  - **Student ID Card** 14  
  - **Clinical Evaluation** 15  
  - **Clinical Hours** 15  
  - **Social Media** 15  
  - **Technology Requirements** 16  
  - **Academic Calendar** 17  
  - **Academic Honesty** 18  
  - **Communication** 18  
  - **On-Campus Face-to-Face Experience** 19  
**Graduate Assistantship** 19
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention of the Graduate Assistantship</td>
<td>20</td>
</tr>
<tr>
<td>Criminal Background Checks and Fingerprint</td>
<td>20</td>
</tr>
<tr>
<td>Professional Behaviors</td>
<td>22</td>
</tr>
<tr>
<td>Stipends and Tuition Waivers</td>
<td>23</td>
</tr>
<tr>
<td>Dress Code</td>
<td>23</td>
</tr>
<tr>
<td>Vacations</td>
<td>23</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>24</td>
</tr>
<tr>
<td>Driving</td>
<td>25</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>25</td>
</tr>
<tr>
<td>Preparation for Graduation Assistantship</td>
<td>26</td>
</tr>
<tr>
<td>Payroll</td>
<td>26</td>
</tr>
<tr>
<td>Keys</td>
<td>26</td>
</tr>
<tr>
<td>Parking</td>
<td>26</td>
</tr>
</tbody>
</table>
Welcome

Welcome to the Post-Professional Doctorate in Athletic Training (DAT) Program at Indiana State University (ISU). Thank you for undergoing the rigorous application process and embarking on this journey with us. We have developed a curriculum to help you develop into a strong, scholarly practitioner through advanced theory and clinically-relevant experiences. Further, we encourage you to take pride in our internationally recognized athletic training education programs. We are proud of our illustrious alumni who are vast in number, qualifications, and successes and we look forward to the moment when you join them.

The mission of the clinical Doctorate in Athletic Training (DAT) Program is to develop an already credentialed athletic trainer who seeks post-professional coursework and applied research. The program develops clinical scholars with knowledge, skills, leadership, and innovation needed for the delivery of advanced patient care and instruction of Athletic Training.

The following documents have been prepared for the purpose of defining, instituting, and establishing an effective DAT at ISU. The purpose of this manual is to inform the students, supervisors, and the Department of Applied Medicine and Rehabilitation faculty of the policies and procedures governing the DAT. The materials are fashioned to maintain safe, careful, objective care for patients and to dispense for quality instruction in the DAT.

Please SIGN HERE to acknowledge you have read and understand the DAT Policies and Procedures Manual, that you agree to abide by all policies found therein, and that you understand if you fail to uphold this agreement that you may be disciplined in accordance with program policy.
INTRODUCTION

Indiana State University’s Post-Professional Athletic Training Program was founded in 1972 and is one of the oldest graduate athletic training programs in the United States. The DAT has over 800 alumni and is internationally recognized for excellent research and alumni who are active in the Athletic Training profession. Most recently the post-professional program has transitioned to the doctorate level.

The DAT seeks to develop professional leaders, clinicians who utilize evidence based practice, and athletic training educators. The DAT aims to produce advance level practitioners in the Athletic Training discipline through sound theory and research, as well as diversity of thought and experiences. The intent of the curriculum is to facilitate critical thinkers through evidence based medicine and hands-on experiential learning. The DAT also engages in interprofessional education, so Athletic Trainers (AT) who often serve at the center of health care, can cultivate relationships with other providers within the community.

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Facilities

The Department of Applied Medicine and Rehabilitation (AMR) is part of the College of Health and Human Services (CHHS) and housed in the Sycamore Wellness and Applied Medicine Center. The department includes a fully equipped Athletic Training facility, the ISU Physical Therapy and Sports Rehabilitation Clinic, several clinical instructional laboratories, and supports the Applied Medicine Research Center. In addition, students have access to the Neuromechanics, Interventions and Continuing Education Research (NICER) Laboratory to support the graduate curriculum and research when needed. One specific center in the NICER Laboratory is the Tactical Athlete Research and Education Center (TAREC). The TAREC serves as a center for collaboration between researchers and public or private agencies to further the development of new knowledge in health and wellness. Most recently, the work of the TAREC has resulted in a new collaboration among the Rural Health Innovation Collaborative, the Terre Haute Fire Department, and Indiana State University to create an injury prevention and care clinic for local firefighters.

MISSION

**Indiana State University Mission Statement**

*Indiana State University is dedicated to teaching and the creation of new knowledge while maintaining its longstanding commitment to inclusiveness, community and public service, and access to higher education. We integrate teaching, research, and creative activity in an engaging, challenging, and supportive learning environment to prepare productive citizens for Indiana and the world.*

**College of Graduate and Professional Studies Mission Statement**

*The College of Graduate and Professional Studies facilitates student and faculty teaching, research, scholarship, creativity, and community engagement. The School provides leadership in quality graduate program development and the recruitment, education, and professional preparation of students throughout Indiana and the world.*

**College of Health and Humans Services Mission Statement**

*The College is dedicated to fostering student excellence and developing productive citizens who function as skilled professionals. Further, we champion teaching, research, creative activities, community involvement through health initiatives, and life-long learning.*

**Applied Medicine and Rehabilitation Department Mission Statement**

*The mission of the Department of Applied Medicine and Rehabilitation is to provide excellence in interprofessional preparation / practice of collaborative healthcare and wellness. The department supports*
the development of productive citizens through mentorship in the quest for new knowledge and research, community engagement, clinical experience, service learning, and progressive comprehensive health care.

Post-Professional Athletic Training Education Program Mission

The mission of the clinical Doctorate in Athletic Training (DAT) Program is to develop an already credentialed athletic trainer who seeks post-professional coursework and applied research. The program develops clinical scholars with knowledge, skills, leadership, and innovation needed for the delivery of advanced patient care and instruction of Athletic Training.

CORE COMPETENCIES

The athletic trainer’s post-professional preparation is based on developing students’ knowledge, skills, and abilities, beyond the professional level, as determined by the Commission. Post-Professional athletic training degree programs incorporate core competencies required for advanced clinical practice. The Post-Professional core competencies are listed and defined here:

- Patient-Centered Care
  - Competency in patient-centered care relates to the athletic trainer’s ability to serve as an advocate for a patient’s best interests, to educate the patient about health-related concerns and intervention options, to recognize any conflict of interest that could adversely affect the patient’s health, and to facilitate collaboration among the patient, physician, family, and other members of the patient’s social network or healthcare system to develop an effective treatment plan that includes agreed-upon implementation steps, short-term goals and long-term goals.
• Interprofessional Education and Collaborative Practice
  o Competency in interprofessional education and collaborative practice relates to the athletic trainer’s ability to interact with other health professionals in a manner that optimizes the quality of care provided to individual patients.

• Evidence-Based Practice
  o Competency in evidence-based practice relates to the athletic trainer’s ability to integrate the best available research evidence with clinical expertise and consideration of patient values and circumstances to optimize patient outcomes.

• Quality Improvement
  o Competency in quality improvement relates to the athletic trainer’s recognition of the need for constant self-evaluation and life-long learning, and it includes the ability to identify a quality improvement objective, specify changes that are expected to produce an improvement, and quantitatively confirm that an improvement resulted from implementation of the change (e.g., improved patient outcomes from administration of a specific intervention or utilization of a specific protocol).

• Healthcare Informatics
  o Competency in the use of healthcare informatics relates to the athletic trainer’s ability to: 1) search, retrieve, and utilize information derived from online databases and/or internal databases for clinical decision support, 2) properly protect the security of personal health information in a manner that is consistent with legal and ethical considerations for use of such data, including control of data access, utilization of patient identity coding, de-identification of aggregated data, and encryption of electronically transmitted data, 3) guide patients to online sources of reliable health-related information, 4) utilize word processing, presentation, and data analysis software, and 5) communicate through email, text messaging, listservs, and emerging modes of interactive electronic information transfer.

• Professionalism
  o Professionalism relates to personal qualities of honesty, reliability, accountability, patience, modesty, and self-control. Competency of professionalism is exhibited through ethical behavior, a respectful demeanor toward all persons, compassion, a willingness to serve others, sensitivity to the concerns of diverse patient populations, a conscientious approach to performance of duties, a commitment to continuing
education, contributions to the body of knowledge in the discipline, appropriate
dress, and maintenance of a healthy lifestyle.

POINTS OF DISTINCTIVENESS

Points of distinctiveness are areas of primary focus within the program. Our aim is that each graduate of
the program will excel within these areas at the time of graduation. The points of distinction are threaded
throughout the courses in the curriculum and have associated measurable outcomes linked to course
assignments and activities.

1. Advocacy, Education, and Leadership – Students will demonstrate advocacy, educational, and
leadership skills for the advancement of the profession.

2. Integrative Health Care – Students will engage in a comprehensive, whole-body approach to the
prevention, evaluation, and treatment of injuries and illnesses of the physically active.

3. Clinical and Patient Outcomes – Students will demonstrate the ability to measure and evaluate
individual and systems level clinical practice with the aim of contributing to the professional body of
knowledge.

ADMISSIONS

Admissions requirements and application instructions are available on the program website.
DEGREE REQUIREMENTS
Doctorate in Athletic Training

**Clinical Skills (27 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ATTR 710 Integrative Health</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 712 Evidence Based Medicine</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 720 Evidence Based Integrative Care I</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 810 Evidence Based Integrative Care II</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 830 Evidence Based Prevention Interventions</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 875 Evidence Based Therapeutic Interventions</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 820 Manual Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 840 Manual Therapy II</td>
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**Clinical Education (4 credits)**

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ATTR 755, 756, 855, 856 Clinical Experience in Athletic Training I, II, III, IV</td>
<td>1 (each)</td>
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**Leadership and Education (8 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ATTR 725 Athletic Trainer Educator</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 726 Administration of Health Care</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 847 Underserved Populations and Emerging Settings in AT</td>
<td>2</td>
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**Research (18 credits)**

<table>
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<th>Course</th>
<th>Credit Hours</th>
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<tr>
<td>ATTR 691 Research Methods in AMR</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 713 Outcome Assessment in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 811 Practice-Based Research</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 798 Research Project (2 credits repeated 3 times)</td>
<td>6</td>
</tr>
<tr>
<td>AHS 604 Research Design and Data Analysis in HHP</td>
<td>3</td>
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Total: 57

** Specific curriculum sequencing is provided on the Program Website.**

COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES POLICIES

The College of Graduate and Professional Studies (CGPS) provides a series of institutional policies that are relevant for students in the DAT. Please click on the links below to access the most up to date policies that are relevant to enrollment in the program.

- Academic Standing
- Procedure for Dismissal Appeal
- Continuous Enrollment
- Course Repeat Policy
- Grading
- Grade Appeal
- Retention
- Withdrawal*
*Students choosing to withdraw from the University should follow the as well as the [Guidelines for Resignation of the Graduate Assistantship](#) articulated by the CGPS.

ALL policies outlined within the graduate catalog govern students enrolled in the DAT. Students are responsible to be aware of these policies and by signing to acknowledge reading of this handbook, students are equally acknowledging they have read and understand the CGPS policies.

**DAT PROGRAM POLICIES FOR PROGRESS TOWARD DEGREE, RETENTION, AND ACADEMIC STANDING**

Students must earn a C or better in all curricular classes. Students who earn a failing grade in coursework will be subject to a period of program suspension. Because courses are only offered once per year (with the exception of AHS 604†), the student will not be permitted to progress in the program until the failing course is repeated successfully (grade of C or better). This means that the student MAY NOT continue in the program until the course is retaken when the course is offered ONE YEAR later (except in the case of AHS 604, which is offered in the next semester†).† *In the event a student does not successfully complete AHS 604 with a C or better, they MUST enroll to repeat the course in the next available semester of the program (Summer 2).* Students MUST successfully complete AHS 604 before the second Spring semester of the program.

All students placed on academic probation MUST develop an academic remediation plan with their academic advisor. Academic probation for the DAT program is defined as a cumulative GPA of less than 3.0. This is consistent with the College of Graduate and Professional Studies standard. Students may continue in the program for two consecutive semesters after being placed on academic probation. Students MUST demonstrate an improved cumulative GPA over each semester on academic probation. At the end of each semester, the program faculty will review the student’s academic record and make a decision regarding retention in the program. Failure to demonstrate progress will lead to academic dismissal after the second consecutive semester on academic probation. In the event the program wishes to remove a student for reasons, other than academic, the program will follow the Guidelines and Procedures for the Removal of a Student from an Academic Program for Reasons Other than Academic Performance. In the event the program’s decision is inconsistent with the CGPS, the program decision will be shared with the Department Chairperson and Dean/Associate Dean of the CGPS. Students MUST graduate with a cumulative GPA of 3.0. In the event a student has not earned the necessary cumulative GPA, he or she should consult with the Program Director to remediate the deficit.
Guidelines and Procedures for the Removal of a Student from an Academic Program for Reasons Other than Academic Performance

The following procedures have been developed in an effort to standardize administrative processes associated with the removal of any graduate student from a program. As such, all requests will be handled by the College of Graduate and Professional Studies using the following process which replaces all informal or ad hoc procedures deployed by the home colleges. Additionally, the process described below is intended to reduce redundancies and uncertainties associated with varying processes that exist across campus.

Step 1. Programs seeking to remove a student from an academic program should consult the dean of College of Graduate and Professional Studies prior to taking any formal action at the department or program level.

Step 2. Following consultation with the dean and if removal is deemed appropriate, the program will inform the student in writing of his or her status. The written notification must clearly indicate that the student is eligible to appeal to the Graduate Council Appeals Committee for an exception pursuant to catalog copy. The notice must clearly indicate that all appeals must be submitted no later than five (5) business days of notification by the department or program to the Associate Dean of College of Graduate and Professional Studies. Once the student has been informed, the program will forward a brief memorandum to the Dean of College of Graduate and Professional Studies from the Department Chairperson and co-signed by the program director outlining the issues or violations and, where applicable, documenting that remediation attempts have been unsuccessful. When and where safety issues are a concern and remediation may not be practical, the specific incident must be documented by a site supervisor, instructor of record or similarly positioned individual with standing. The student’s official notification from the program (i.e., intent to remove) should also accompany the memo to the College of Graduate and Professional Studies along with any relevant documentation.

Step 3. After five (5) business days, and only if no appeal has been filed (see Step 4), the Dean of the College of Graduate and Professional Studies will issue a memo to the student and appropriate offices including Financial Affairs, Registrar, and the academic program of the effective date and action. Students will be removed from the program for the following term, but not the university per se. In these cases, the students will be assigned "Non-degree: Unclassified" status for all future terms and a hold will be placed on the student’s account in Banner by the College of Graduate and Professional Studies.
Step 4. If an appeal is submitted by the student within five (5) business days, the committee will be charged with reviewing the case as soon as possible and all associated documentation has been provided. As outlined in Step 3, the Dean of the College of Graduate and Professional Studies will communicate the committee's decision to all parties.

Reinstatement Procedure

A student who has been dismissed from the DAT for academic failure, may request a review for reinstatement. The written request for reinstatement should be addressed to the Program Director. If the dismissal is for academic performance, a Plan of Improvement must be included with the request. The DAT Core Faculty will determine reinstatement.

Reinstatement is not guaranteed, and no student may be reinstated more than one time. A reinstated student will be dismissed upon failure of any additional required course in the program of study. Students who are reinstated must adhere to the policies, guidelines, and curriculum of the DAT program, and the recommendations of the DAT Core Faculty made at the time of reinstatement. The date of reinstatement will be determined by the DAT Core Faculty, based on space availability.

STUDENT CODE OF CONDUCT

Indiana State University requires that all students read and adhere to the Policy on Academic Integrity. Academic Integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The Policy on Academic Integrity describes appropriate academic conduct in research, writing, assessment, and ethics. The policy is available in the Code of Student Conduct. Please take time to read this on your own. Cheating is not allowed on quizzes, exams, and writing assignments. The use of any material, device, or other person to help yourself beyond your own capability is prohibited. If you see another student cheating, please inform the professor immediately. Discipline for violating the academic integrity policy will be decided on an individual basis using the academic integrity policy. The penalties can be severe and include: failing the assignment, failing the course, referral to Student Judicial Programs to face formal conduct charges. Students found in violation may be suspended or expelled and can have a permanent notation affixed to the official transcript indicating that an academic integrity violation occurred. Students are urged to discuss questions regarding academic integrity with instructors, advisers, or with the associate deans.
GRIEVANCE POLICY

All student grievances should be formally filed following the University Student Grievance Policy.

RESEARCH

Research, much like the Points of Distinctiveness are thread throughout the academic curriculum. Several research application assignments (discussion, CAT paper, poster/oral presentation, case study, etc.) are required within regular coursework, in addition to the ATTR 798 Research Project courses. These activities are intended to cultivate strong scholarly practitioners, capable of consuming and producing new knowledge in Sports Medicine.

Each student enrolled in the DAT must complete a series of research experiences to increase the depth of knowledge in specific areas of interest. Early in the curriculum, students are exposed to various research methods and the critical analysis of current research. As the student develops through the program, he or she will work on several group or individual projects, which will be facilitated by DAT core of affiliated faculty using the research contract. Research contracts will serve to supplement the syllabus for ATTR 798 courses and will be used to measure student progress toward project completion.

Research Projects

The research projects and experiences are intended to be flexible, based on students’ needs and program resources. Projects can be completed by one to three students working together and must be facilitated by DAT Core faculty.

Dissemination

At least one research experience should be submitted for presentation at the University Exposium for Student Research and Creativity each March, or for state, district or national conferences (i.e., IATA, GLATA, NATA, ACSM, etc.). We strongly encourage students to submit their research projects for publication. Within the research contract, students and faculty agree upon authorship order and a timeline for publication prior to embarking on the project. Although the contract may evolve throughout the project, this provides clear expectations for students and faculty on the future of the project. Students will have at least 6 months to submit their research for publication.

Students are encouraged to apply for funding through the College of Graduate and Professional Studies and athletic training professional associations to fund their research.
Research Laboratory

A research laboratory has been associated with the Post Professional Athletic Training Program for over 30 years. The Neuromechanics, Interventions and Continuing Education (NICER) lab is located in the basement of the Sycamore Wellness and Applied Medicine Center on Indiana State University’s campus (room A-15) and is part of the larger Applied Medicine Research Center. Graduate students may use the space to data collect for their respective research projects. While using the space they are expected to follow the policies and procedures provided in the handbook.

POSITION DESCRIPTIONS

Program Director

The role of the program director is as a coordinator/director of a program(s) in the department. Program directors can receive between 25% - 50% release time as per indicated in accreditation materials. General responsibilities include:

- Lead curriculum development and maintenance
  - Recommending appropriate curricular changes, seeking approval, and dissemination of information to faculty and students
  - Communicating program expectations, particularly related to content and course delivery
  - Advise students with curricular planning (through a program of study) and matriculation to graduation
- Serve as an advisor to the chair on programmatic issues
  - Recommend program needs (resources, equipment, travel, accreditation support)
- Facilitate admission to program
- Serve as liaison between discipline committee and faculty teaching within the program
- Serve as a representative to the program on various departmental and college (if appropriate) committees
- Administer and maintain program accreditation, including:
  - Application
  - Annual reports
  - Fee payments
  - Self-study (when appropriate)
  - Substantive change (if/when appropriate)
  - Assessment
Graduation rates
- Publication rates
- Time to graduation
- Employment rates
  - Student records
  - Employment facilitation (if appropriate for graduate assistantships)
- Collaborate with the Director of Clinical Education in the delivery of clinical experiences and employment
- Collaborate with administration, medical director, and clinical supervisors
- Direct an advisory board

**Director of Clinical Education**

The role of the Director of Clinical Education is as a coordinator of the clinical education component of the program within the department. General responsibilities include:

- Procure and manage clinical contracts
- Assist in facilitating admission to the program
- Collaborate with the Program Director in the delivery of clinical experiences and employment
- Collect and manage student professional documentation, annually
  - Certification
  - Licensure
  - Sexual Harassment Training
  - Bloodborne Pathogen Training
  - Professional Liability Insurance
  - Defensive Driving
- Articulate supervisor expectations annually (in person or by email)
- Communicate with supervisors regularly
- Assist with the accreditation process
- Assess clinical education effectiveness each semester (including but not exclusively – supervisors, student performance, site viability, etc.)
- Conduct and/or collect site visit evaluations for affiliate sites (or delegate among faculty)
Medical Director

According to accreditation guidelines, the program must have a medical director that holds either a MD or DO credential in the state. The medical director serves as a resource and medical content expert for the program.

Clinical Supervisor

Clinical supervisors serve as the primary source of support for each doctoral student. General responsibilities include:

- Provides orientation for the doctoral student, if applicable.
- Provides doctoral students with clinical experiences as appropriate to meet the educational expectations.
- Facilitates development of doctoral student goals, a reflection and action plan.
- Appraises knowledge and growth of the doctoral student.
- Maintains communication with the faculty as needed; discusses/evaluates doctoral student progress.
- Notifies faculty about areas of concern regarding doctoral student issues.

DAT Student

DAT student’s positions are defined by the BOC Standards of Professional Practice. DAT students are responsible for maintaining the BOC Standards of Professional Practice and following the NATA Code of Ethics (even if not a member) as members of both the academic and clinical community. Failure to abide by these standards will lead to reporting to these agencies and could lead to dismissal using the College of Graduate and Professional Studies Guidelines and Procedures for the Removal of a Student from an Academic Program for Reasons Other than Academic Performance.

PROGRAM POLICIES

Certification

All doctoral students must successfully pass the Board of Certification Exam, no later than the August test date in their first year. Clinical education is a required component of continued enrollment in the DAT program and maintaining certification is required of all students. Failure to obtain and maintain certification will result in removal from the program.

State Credentialing
Students must meet state requirements for credentialing no later than August in their first year. Clinical education is a required component of continued enrollment in the DAT program and maintaining state credentialing is required of all students. Failure to obtain and maintain state credentials will result in removal from the program.

**Fees**

Students are responsible, by University policy, for a program fee each semester. The fee is intended to cover the cost of program expenses. Student fees are estimated based on current University costs and are subject to change. Students should anticipate approximately a cost of $895-$1110 per semester ($55-60 fee/credit, $250 program fee, and $50/course hybrid education fee x3-4 courses= $150-200).

**Additional Costs**

Students MUST purchase personal, professional liability insurance each year OR MUST show proof of insurance through employment. The University provides liability insurance for the student while engaged in clinical experiences, about 20 hours a week while enrolled in classes. If the student is not enrolled in classes for some reason or fluctuates above 20 hours, he/she would not be covered by the University Risk Management Policy. Therefore, each student is strongly encouraged to purchase their own liability insurance ($=60-200). Liability insurance can be purchased through any vendor; however we suggest using HPSO (http://www.hpso.com/).

Students are also strongly encouraged to become or maintain NATA membership while a graduate student at ISU. The Program Director will submit a letter at the beginning of each academic year with the names of all students within the program to the NATA. Once the NATA receives this letter, each student will be given “student-certified” status and will be eligible for cost savings. When possible, the program will assume these costs to assist in student expenses.

**Student ID Card**

Student IDs are not required for students, but they are recommended for graduate assistants. Students may obtain a Student ID from Traffic and Parking Services http://www.indstate.edu/parking/idcards.htm.
Clinical Evaluation

Clinical supervisors will complete an evaluation of the doctoral student each semester. Supervisors are expected to discuss the evaluation in person and the evaluation returned to the Program Director (electronically).

In addition, the Program Director or Director of Clinical Education will evaluate each clinical site once per year. This evaluation serves to gauge the professional relationship between the doctoral student, site supervisor, colleagues, students, etc. Faculty are expected to discuss the evaluation in person, both parties sign, and the evaluation returned to the Director of Clinical Education.

These evaluation tools contribute to the overall determination of professional conduct in the retention of doctoral students.

Clinical Hours

Doctoral students are expected to participate in clinical education throughout the course of their enrollment in the program, regardless of a role/position. Students enrolled in ATTR 755/756/855/856 are expected to accrue approximately 200 hours of clinical experience per semester. Employment should follow federal and state guidelines. In the event a student has an issue within the clinical education component of the course work, they MUST consult with the course instructor AND/OR the Director of Clinical Education. Clinical education issues should be discussed among the faculty to assist students in managing their employment and clinical care responsibilities.

Social Media

Indiana State University’s DAT is dedicated to creating Athletic Trainers for life by developing leaders through education, academic achievement, diversity, and community service in pursuit of personal excellence. All doctoral students should recognize that as a representative of our institution they are held to a high standard of behavior. ISU students are not restricted from using social media sites. However, students must understand that any content they make public – regardless of privacy settings – via social websites is expected to follow acceptable social behaviors and also to comply with federal, state, National Collegiate Athletic Association (NCAA), National Athletic Trainers’ Association (NATA), and Indiana State University Department of Applied Medicine and Rehabilitation, rules and regulations.

Social Media Guidelines

- Understand and follow the rules of each particular social media site.
- Do not post anything private, confidential, or sensitive.
• Do not post comments that attack an Athletic Training student, Graduate Assistant Athletic Trainer, Faculty, Staff Athletic trainer, student-athlete, coach, or athletic administrator from any institution.

• Do not post information, photos, or other representations of sexual content, harassing language, inappropriate behavior or items that could be interpreted as demeaning or inflammatory.

• Do not post information, photos, or other representations of athletes (receiving care from an Athletic Trainer, Physician, Nurse, or any other medical professional).

• Do not comment on student-athlete injuries, playbooks, rosters, officiating or any other team information that should remain confidential.

• Remember the Internet is permanent. Even if you delete something on the Internet, it still exists.

• Remember many different audiences will see your posts, including fans, alumni, children, students, student-athletes, parents, staff, faculty, etc.

• Be honest, respectful, and positive.

• Be professional and polite.

• Be accurate. If you make a mistake, own up to it and correct it quickly.

• Do not post anything that you would not speak about openly in a work place or public, such as comments on drug use, sexual humor, skin color, or ethnic slurs.

• Do not post when your judgment is impaired in any way.

• Use the privacy/security settings made available on social media sites.

**Social Media Policy Violation**

A violation of the social media policy may result in one or more of the following:

• Meeting with your supervisor, the DAT Program Director, and/or the Dean of Students.

• Requiring removal of the unacceptable content

• Deactivating the social media profile

• Temporary or indefinite suspension

• Dismissal from the DAT

**Technology Requirements**

Indiana State University’s DAT is an online distance program, you will need access to a reliable computer with high-speed internet access. To access the course, please log into [http://blackboard.indstate.edu](http://blackboard.indstate.edu) using your Student ID and password. Do not access Blackboard through the MyISU Portal; if you do, your access may get timed out, and you will likely lose some of your work! You are expected to log in to Blackboard at least three times a week, and you must check your Indiana State email at least every other day at
http://webmail.indstate.edu or via Outlook in order stay current and avoid missing any important announcements or other correspondence.

Your computer should meet the following **MINIMUM requirements**:

- 2.0 GHz Processor or higher
- 4 GB Memory
- 120 GB Hard Drive or higher
- Wireless Connectivity (802.11 b/g minimum)
- Updated Windows or Mac Operating System
  - Windows
    - Windows XP SP2 or higher
    - Update: Start > All Programs > Windows Update
  - Mac
    - Update: Apple > Software Update

You should also have access to the following software and hardware:

- Antivirus Software (free download at [http://downloads.indstate.edu](http://downloads.indstate.edu))
- Internet Explorer (free download at [http://windows.microsoft.com/IE](http://windows.microsoft.com/IE)) – This is a backup browser for Blackboard. If you cannot access something in Firefox, try IE (or another browser) before contacting your professor or Indiana State’s OIT Help Desk.
- Java (free download at [http://www.java.com/getjava](http://www.java.com/getjava))
- Microsoft Office (free download at [http://downloads.indstate.edu](http://downloads.indstate.edu))
- Video editing program (such as Windows Movie Maker or iMovie)
- Noise-cancelling headphones/microphone (external, not one built into your computer)

**Academic Calendar**

All DAT courses will be aligned with [Indiana State University’s Academic Calendar](https://www.indstate.edu/academic-calendar). Dates for DAT focused, intensive learning weekends will be communicated one semester in advance. In the event a non-traditional course semester will be used, dates of the semester will be communicated to students within registration and advising emails in the semester prior to course delivery.
Academic Honesty

The ISU Code of Student Conduct defines plagiarism as follows:

Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another. It also includes the presentation of the work, ideas, representations, or words of another without customary and proper acknowledgment of sources. Students must consult with instructors for clarification in any situation in which documentation is an issue. Students will be considered to have plagiarized whenever their work is not properly documented.

Academic integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The Student Guide to Academic Integrity describes appropriate academic conduct in research, writing, assessments, and ethics.

Academic dishonesty is not tolerated at Indiana State. The penalties can be severe and include: failing the assignment, failing the course, and referral to Student Judicial Programs to face formal conduct charges. A student found in violation may be suspended or expelled and can have a permanent notation affixed to the official transcript indicating that an academic integrity violation occurred. Students are urged to discuss questions regarding academic integrity with instructors, advisors, or with the academic deans.

You will be turning in papers through Turnitin, an online tool that assists in discovering plagiarism. A great resource to help you avoid plagiarism is the Plagiarism Tutorial offered by Indiana States’ Cunningham Memorial Library.

Communication

Understand that your professor is not on-call 24/7. You can expect responses to your inquiries based on the following guidelines:

- You should check your ISU email daily to stay current and avoid missing any important announcements or other correspondence. Missing important communications may jeopardize your success in the course. To email your instructors or classmates, you can access the Send Email feature through Blackboard via the Tools button.
- Before emailing your instructor a question or calling, please consult the Syllabus, Blackboard site, FAQ discussion board, and other available resources. You will find many answers among the sources...
provided. Emails or phone messages that ask questions that can be answered by reading the
available resources will result in a response conveying as much.

- Emails to the instructor will be answered in 48 hours; emails are not likely to be answered during the
weekend or on holidays. Please do not expect your instructor to return your email after 8PM or
before 7AM EST; just because you work late, does not mean that he or she will be available then. Be
patient. Be assured, your instructor will respond to your inquiries. If you do not get a response within
48 hours, please follow-up. In the last semester, some emails faculty have sent and/or students have
sent to the faculty have not been received. To ensure your question is answered, wait the 48 hours,
but then follow-up.

- Emails must be sent using your ISU email account (associated with Blackboard). Emails that are sent
using non-ISU accounts are automatically funneled by the email program into the junk folder, which
is very rarely checked.

**On-Campus Face-to-Face Experience**

For 4-5 days per semester (in July, November/December, and April/May) students will come to campus
for the “residential” or face-to-face experience. Attendance at the intensive learning weekends is
mandatory, unless extenuating circumstances occur. Absence may require coming to campus at another
time to make up the work.

**GRADUATE ASSISTANTSHIP**

Some students in the DAT are employed by the program in Graduate Assistantships. The Admissions
Committee carefully considers each interested student and collaboratively decides assistantship assignments
during the admissions process, in consultation with internal and external partners. Decisions are based on
certification status, past experiences, areas of needed growth, and student preference (when possible). For
assistantships facilitated by Indiana State, all clinical supervisors and faculty are asked to evaluate candidates
during the admissions process and are able to provide input on acceptance and assignments.

Upon arrival, the Program Director will provide the student sufficient introductory information regarding
the assignment and will make arrangements for introductions to supervisors. Assistantships are 1-year
renewable positions, dependent upon funding.
Retention of the Graduate Assistantship

All assistantship positions are for 1-year renewable with a 2-year pre-determined placement. Renewal of graduate assistantship is dependent upon academic eligibility, certification status, and professional conduct. To maintain a graduate assistantship, students must maintain progress toward the degree and:

1. Performance as an athletic trainer at assistantship position is evaluated at the end of each academic semester by the supervisor.
2. According to the College of Graduate and Professional Studies policy failure to obtain the 3.0 grade average each semester of the appointment will necessitate termination of the assistantship/fellowship at that time. Students must enroll in a minimum of nine hours of graduate course work each semester or six hours during the summer period.
3. The Department of Applied Medicine and Rehabilitation reserves the right to remove Graduate Students from their assistant position in accordance with the College of Graduate and Professional Studies guidelines.
4. Unsatisfactory performance of the assigned duties (which includes but is not limited to the clinical assistantship, attendance at meetings, orientation, regularly scheduled meetings with faculty supervisors and research chairs, etc.) of a graduate assistantship is grounds for termination of the appointment at any time at the discretion of the department. If, one month after notice of unsatisfactory performance, improvement has not been made to the satisfaction of the department, the appointment will be terminated.
5. Failure to abide by the BOC Standards of Professional Practice and following the NATA Code of Ethics during any and all DAT activities may result in termination. Accommodations or replacement may be possible, but not guaranteed. Department commitments for stipends and tuition waivers will be absolved. Punctuality, dependability, professional communication with coaches, patients, athletes, and supervisors.

Criminal Background Checks and Fingerprinting

Athletic trainers are qualified healthcare professionals who serve the public. As such, the Department has adopted a criminal background check/fingerprinting policy for its students to protect involved parties and ensure legal safety to individuals served during clinical education experiences. This policy serves to protect the department, university, clinical sites, recipients of athletic training services (i.e. the public), and students. However, this policy does not support the exclusion of applicants solely on the basis of a prior felony conviction. Indiana State University and the Department of Applied Medicine and Rehabilitation reserve the right to evaluate national criminal background check reports to determine the severity of the offense and potential
endangerment to the public and ISU affiliations. Students who pose a clear threat to the safety and security of the public, ISU, or ISU affiliations and/or whose convictions are deemed to impede their ability to perform specified requirements of his/her Graduate Assistantship may be disqualified from the assistantship. Students may appeal Department decisions in writing. This policy shall not be used to discriminate against students based on race, ethnicity, gender, sexual orientation, religion, or political identification.

All GAs will undergo Criminal Background Checks prior to the start of formal employment. Students will be asked to self-report any change in conviction status, similar to that which is required when renewing state licensure. Changes in conviction status must be reported within 48 hours. Failure to report will be indicative of a violation of the BOC Standards of Professional Practice and following the NATA Code of Ethics. Students will be reported to the appropriate professional agencies and the program will follow the Guidelines and Procedures for the removal of a Student from an Academic Program.

Only where sites mandate, will students be required to complete Fingerprinting at the start of the program. Only where sites mandate, will students be required to complete annual Criminal Background Checks.

**Confidentiality**

Criminal histories shall be considered confidential, whether self-disclosed or provided by a third-party. Documentation related to criminal background checks will be maintained with the student’s file in a secure location. This information is considered confidential and will only be released to agency affiliate directly responsible for the student’s employment. The student may review this information by requesting a review of the file; photo identification must be produced at the time of the request to obtain access to the file.

**Procedures**

I. National Criminal Background Check

Upon signing a contract agreement letter agreeing to employment, graduate assistants must submit an official national criminal background check prior to signing the formal institutional contract for Graduate Assistantships.

II. Evaluation of Criminal Offenses

Preliminary evaluation of the criminal background checks will be conducted by the Program Director. Criminal background information on applicants, absent applicant names, shall be forwarded from the Program Director to the Department Chair in the event further evaluation is necessary. The Program Director shall be responsible to share the information with the Athletic Training Student and Policy Affairs Sub-Committee.

A. Decision-rules:

a. If there are no items of a felony nature reported or offenses that may endanger the public, an applicant shall be considered qualified for his/her assistantship at ISU.
b. If items of a felony nature or offenses that endanger the public are reported,
   i. The Athletic Training Student and Policy Affairs Sub-Committee shall use the
      attached “Guidelines” to determine the applicant’s qualification for inclusion. The
      Program Director will communicate the result of the evaluation.
   ii. If an applicant is “disqualified”, the Program Director shall record in the student’s
      file that the student may retain a position in the academic program, but are
      ineligible for a Graduate Assistantship.
         1. “Disqualified” students will have an opportunity to appeal the
            Department’s decision. The appeal must be made in writing.

**Guidelines**

These guidelines are designed to assist decision-makers charged with determining whether to disqualify a
student for a Graduate Assistantship based on a specified felony conviction and/or offense deemed as a
potential to endanger the public.

I. Disqualifying Convictions

   Normally, felony convictions involving violence against others shall disqualify a student from Graduate
   Assistantship at Indiana State University. Felony convictions that occurred while the applicant was employed
   at an educational institution or in which the offenses were directed at the faculty, staff, or students of an
   educational institution shall also typically disqualify a student from employment at ISU. Other felony
   convictions may also disqualify a student if, in the best judgment of decision-makers, the conviction(s) will
   substantially interfere with the student’s ability to represent the Department, University, and/or Athletic
   Training profession, or perform expected skills and duties in clinical education settings.

II. Extenuating Considerations

The following (non-exhaustive) list of factors shall be considered in determining whether a specific felony
conviction should exclude a student from an assistantship at ISU:

   a. the nature of the conviction(s)
   b. the age of the conviction(s) and the student’s age at the time of the offense(s)
   c. the pattern, if any, of multiple convictions
   d. the student’s probation/parole status

**Professional Behaviors**

Graduate assistants are employees of the University and oversee the healthcare and education of
undergraduate students. As such, graduate assistants are in a position of authority and should therefore
avoid conflicts of interest with undergraduate students. Romantic and/or sexual attention, interaction, or relationships between graduate assistants undermine the fundamental educational purpose of our programs and disrupt the workplace and learning environment. Consensual relationships between graduate assistants and undergraduate students (including student-athletes and athletic training students) are prohibited. Employees found to have violated this policy may be disciplined up to and including termination from the graduate assistantship. DAT students are responsible for maintaining the BOC Standards of Professional Practice and following the NATA Code of Ethics (even if not a member) as members of both the academic and clinical community. Failure to abide by these standards will lead to reporting to these agencies and could lead to dismissal using the Procedures for the Removal of a Student from an Academic Program for Reasons Other than Academic Performance.

**Stipends and Tuition Waivers**

**Stipends**

Graduate assistants are paid a gross stipend for each academic year. Stipends are the same for each graduate student in the program, no matter the clinical assignment, and are dependent upon budgetary guidelines provided by the CGPS and AMR revenue. Stipends are delivered through Student Employment and are consistent with the pay schedule.

**Tuition Waiver**

When possible, students with an assistantship are awarded a full or partial tuition waiver. Tuition waivers are dependent upon the number of in-state and out-state students within the program and those applying to the program. When students are awarded a partial tuition waiver, the student must pay the difference to the University. The tuition waiver does not cover university fees.

**Dress Code**

A professional personal appearance consistent with allied health care professionals must be adhered to all times during the clinical experience.

GAs represent the University and the DAT, while wearing ISU attire and acting as an agent of the institution. Moreover, GAs represent Athletic Training, a health care profession. GAs should uphold the level of professionalism comparable to other health care providers.

**Vacations**

GAs are entitled to those vacation periods which correspond with those of the high school or college/university. Vacation periods of the high school or college, do not often correspond with the vacation
periods at the University. To make appropriate travel plans, students should check the vacation schedule at both institutions early in the fall semester.

In cases when vacation periods occur during the assignment, it is the student’s responsibility to make all necessary arrangements with the appropriate personnel for substitute services. All necessary parties (immediate supervisor, program director, and involved coaches) should be informed at least 2 weeks prior to absences.

**Sick Leave**

There are no provisions for paid sick leave associated with graduate assistantships at ISU. Students should check with the administrative personnel at the clinical assignment site to determine the specific sick leave policy. Arrangements for a substitute athletic trainer should be made with the supervisor or the Program Director. Please make every effort to work with the supervisors in making allowances for sick leave when needed in order to avoid spreading the illness to others at the institution.

During the course of the academic year, if the GA develops an active communicable disease, he/she is relegated to the following policies to protect athletes/patients and other personnel from contracting a communicable disease. GAs may return 24 hours after resolution of their symptoms. Please consult with your personal health care provider for additional guidance. Symptoms that should prompt evaluation for classroom and workplace fitness include but are not limited to:

a. acute phase of an upper respiratory infection  
b. acute sore throat  
c. fever over 100.5°F  
d. vomiting within the previous 24 hours  
e. acute phase of mononucleosis  
f. bacterial sinus infection  
g. conjunctivitis  
h. antibiotic treatment for less than 48 hours  
i. open wounds/infectious skin disorders that are uncovered and/or unmanaged  
j. student suffering from any condition in an infectious state

The athletic training staff, preceptors and educators reserve the right to excuse any student for the day that may place athletes/patients, staff or student at risk of a communicable disease. Athletic training students must wash hands before and after contact with an athlete/patient regardless of any infectious disease state.
Driving

On-Campus Assistantships

At different times throughout the year, university athletes will require medical attention off site. When this occurs, GAs may be called upon to transport them in a University vehicle to the location of the physician or health care facility.

Graduate students must adhere to the following guidelines for permission to transport an athlete:

1. Must have completed the University’s Defensive Driving course
2. Must have a valid driver’s license.
3. Must possess automobile insurance that covers use of other vehicles.
4. Must always use a university vehicle
5. Should possess personal health insurance and professional liability insurance.

GAs are expected to take note of all physician comments about the athlete and later relay it back to the appropriate supervisor, if needed. GAs are encouraged to relay any learning opportunities they experienced in clinical class (ATTR 755/756/855/856). If transporting an athlete to a surgery/physician visit, GAs are expected to observe the procedure and obtain prior approval with the medical facility and faculty (if missing class).

Off-Campus Assistantships

GAs with an assistantship at a high school should not drive an athlete off site to a physician appointment or medical facility. This includes minors and non-minors (high school athletes who are 18). If transportation is needed a parent, coach, or ambulance should be used.

Confidentiality

All information regarding an athlete/patients’ injury or condition is strictly confidential. Discussions should only be with health care providers involved in the health care of that athlete/patient as outlined by the Health Information Portability and Privacy Act (HIPPA). All students are expected to complete annual HIPPA training prior to arriving for their assistantships each year.

All information regarding a student’s grades or current status within a course is confidential as well. Discussions with parents or other students are not allowed. Since graduate students will act as teaching assistants each semester they are required to follow the Family Educational Rights and Privacy Act (FERPA). Students must also read the FERPA statement of understanding and complete the required training each academic year prior to helping TA a class.
PREPARATION FOR GRADUATE ASSISTANTSHIP

Payroll

At the onset of a graduate assistantship, students will be expected to provide the necessary payroll documentation.

1. A graduate assistant who has not worked for the University in the past 12 months is considered a new employee. Prior to or on the first day of employment, a new employee must go to Student Employment with the proper identification to complete the following forms (available on the University website or in the Program Blackboard site):
   a. I-9 Immigration form
   b. Drug Free form
   c. Tax Withholding forms
   d. Direct Deposit Authorization
   e. Confidential Data and Computer User Agreement
   f. FERPA form

2. GAs are paid according to contract terms, as defined by the College of Graduate and Professional studies and according to the biweekly pay schedules.

Keys

GAs are issued one key to access the Sycamore Wellness and Applied Medicine Center, when appropriate. If assigned to ISU Athletics, keys will be issued by the Head Athletic Trainer. Any keys issued to a GA must be returned prior to graduation to prevent an administrative hold on the deferment of the GA’s degree. If assigned off-campus, GAs will be issued keys by the site supervisor. The keys must be returned prior to conclusion of the Graduate Assistant contract.

Parking

GAs are encouraged to acquire a student parking permit. Parking permits can be ordered online:

http://www.indstate.edu/parking/