Temple University Post-Professional MS in Kinesiology
Athletic Training Concentration
Program Handbook

Written by:

Jamie Mansell PhD, LAT, ATC
Director of Athletic Training Education
Athletic Training Education Program

Anne Russ PhD, LAT, ATC
Director of Clinical Education
Athletic Training Education Program

Ryan Tierney PhD, LAT, ATC
Associate Professor

Kelly Pagnotta PhD, LAT, ATC
Assistant Professor

Steve Thomas PhD, LAT, ATC
Assistant Professor

Updated July 2016
IMPORTANT PHONE NUMBERS

EMERGENCY PHONE NUMBERS:
Main Campus – 911 Philadelphia Fire and Rescue
1-1234 Temple Security

DIRECTOR OF ATHLETIC TRAINING EDUCATION:
Jamie Mansell, PhD, LAT, ATC
261 Pearson Hall; Department of Kinesiology
Temple University
Philadelphia, PA 19122
jmansell@temple.edu

DIRECTOR OF CLINICAL EDUCATION:
Anne Russ, PhD, LAT, ATC
264 Pearson Hall; Department of Kinesiology
Temple University
Philadelphia, PA 19122
Office: 215-204-0264  Cell: 937-308-3576
anne.russ@temple.edu

PROGRAM FACULTY:
Kelly Pagnotta, PhD, LAT, ATC
Pearson Hall
Temple University
Philadelphia, PA 19122
Office: 215-204-2789
Kelly.Pagnotta@temple.edu

Stephen Thomas, PhD, LAT, ATC
Pearson Hall
Temple University
Philadelphia, PA 19122
Office: 215-204-4908
Stephen.thomas@temple.edu

Ryan Tierney, PhD, LAT, ATC
259 Pearson Hall; Department of Kinesiology
Temple University
Philadelphia, PA 19122
Office: 215-204-4001
rtierney@temple.edu
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DISCLAIMER

This handbook was created to inform the Athletic Training Students of policies and procedures of the Post Professional Athletic Training Program at Temple University. The overall intent of this handbook is to ensure a quality education experience for every student, and to ensure safe and efficient clinical education opportunities. Every student must be thoroughly familiar with the policies and procedures listed herein. The information in this handbook is not all-inclusive. This handbook, in conjunction with the University Bulletin and departmental handbook, should be used as a guide throughout your progression through the program. Any alterations to the handbook will be made available to all students, staff, and site supervisors.

INTRODUCTION

Welcome to the Temple University Post Professional Athletic Training Program (PPATP). This handbook has been designed to assist you in your endeavors as an athletic training student. The purpose of the handbook is to provide you PPATP policies and procedures. Our program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and with this respect, great expectations must be met. Many changes in athletic training have occurred in the past few years and many more are on the way. It is our goal to take this program to a higher level and to create one of the best and most effective programs. In order to achieve this lofty goal, the faculty, staff, and athletic training students must strive for excellence in all their words and actions, working together to accomplish this objective. This handbook should be read several times throughout the year so that you will continue to become familiar with the roles and responsibilities you have accepted as an athletic training student. Your signed statement (Appendix A) that you read the handbook and abide by the program’s policies and procedures is due to the Director of Athletic Training Education by the end of the first week.

Sincerely,

Jamie Mansell, PhD, LAT, ATC
Director of Athletic Training Education

Anne Russ, PhD, LAT, ATC
Director of Clinical Education

Kelly Pagnotta, PhD, LAT, ATC
Assistant Professor

Stephen Thomas, PhD, LAT, ATC
Assistant Professor

Ryan Tierney, PhD, LAT, ATC
Associate Professor

PPATEP Handbook
TEMPLE UNIVERSITY NON-DISCRIMINATORY STATEMENT

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations, including employment, service, and educational programs. The University has pledged not to discriminate on the basis of age, color, disability, marital status, national origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, veteran status and genetic information.

ATHLETIC TRAINING EDUCATION PROGRAM NON-DISCRIMINATORY STATEMENT

In compliance with the Temple University non-discriminatory policy, the Athletic Training Education Program (PPATP) does not discriminate on the basis of age, color, disability, marital status, national origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, veteran status and genetic information.

In addition, it is these guidelines of the PPATP that extend these principles into our daily work. All coaches, staff, students, and athletes must be judged and treated under these same conditions.
Welcome to the Temple University Post-Professional Athletic Training Education Program

Description of Program/Mission

The Athletic Training program is part of the Department of Kinesiology, which is housed in the College of Public Health. The Department of Kinesiology currently offers Bachelors, Masters, and Doctor of Philosophy degrees concentrating in Athletic Training and Sports Medicine. The mission of a post-professional graduate athletic training education program is to expand the applied and experiential knowledge and skills of entry-level certified athletic trainers, to expand the athletic training body of knowledge, and to disseminate new knowledge in the discipline.

The Temple University post-professional Athletic Training program is committed to advancing the profession by developing the faculty of reason and critical thinking skills of certified athletic trainers, who are empowered to become leaders in their field by evaluating accepted clinical practice, conducting scientific inquiries, creating, disseminating and clinically applying new knowledge from research that enhances proficiency in sports injury prevention, treatment, and rehabilitation of physically active populations.

Please visit our website for additional information outside the scope of this manual.

ATHLETIC TRAINING EDUCATION PROGRAM PERSONNEL

For an Athletic Training Program to be successful, the involved personnel must be aware of the importance of each person’s role. This section outlines the responsibilities of each position.

Director of Athletic Training Education
Unit: Kinesiology
Reports To: Department Chairman
Positions Supervised: Athletic Training Students
                      Athletic Training Faculty

Basic Function: The Director of Athletic Training Education is responsible for the day-to-day operation, coordination, supervision, and evaluation of all aspects of the PPATP. This individual must be an excellent leader, have a broad based knowledge of the Athletic Training profession, have excellent management skills, and possess the necessary qualifications to perform the functions as identified in the CAATE standards. The Director of Athletic Training Education must have a minimum of 5 years of experience as a BOC certified athletic trainer, be a full-time teaching faculty member of Temple University, have current BOC certification and licensure as an Athletic Trainer in the State of Pennsylvania, and shall demonstrate teaching, scholarship, and service consistent with institutional standards. The Director of Athletic Training Education shall fulfill the following duties and responsibilities:

♦ Provide updated information to the students, staff, and Athletic Training faculty on the PPATP.
♦ Determine necessary curriculum changes and institute new academic and clinical courses.
♦ Serve as the liaison with the Department Chair, Department Committees, and advisors on the PPATP and its students.
♦ Serve as the liaison with the CAATE, NATA, or the BOC and complete any and all forms or correspondence, which represents the CAATE accredited program.
♦ Document ongoing compliance with CAATE standards on an annual basis including the completion of re-certification reports, self-studies, and coordination of site visits.
♦ Plan, develop, deliver, and assess all components of the program.
♦ Serve as the final authority in determining any actions surrounding students in the CAATE accredited program.
♦ Provide input into the clinical education aspects of the program.
♦ Maintain Athletic Training Students educational files.
♦ Provide mentorship and assistantship with master’s research projects
**Director of Clinical Education**

Unit: Kinesiology
Reports To: Department Chairman
Positions Supervised: Graduate Athletic Training Students, Athletic Training Students, Site Supervisors

Basic Function: To provide the coordination, supervision, and evaluation of the clinical educational program in consultation with the Director of Athletic Training Education. This individual must possess the necessary qualifications to perform the functions as identified in the CAATE standards. The Director of Clinical Education must have a minimum of 5 years experience as a BOC certified athletic trainer, be a full-time teaching faculty member of Temple University, have current BOC certification and licensure as an Athletic Trainer in the State of Pennsylvania, and shall demonstrate teaching, scholarship, and service consistent with institutional standards and shall fulfill the following duties and responsibilities:

- Create and conduct preceptor training in the student’s second year.
- Identify the psychomotor skills to be acquired during the clinical experience, and criteria for student evaluation.
- Assign students to clinical education and practicum experiences.
- Determine authorized absences in the clinical setting.
- Contact each affiliated graduate assistantship site supervisor (if applicable) to review the student’s progress and determine student competence in their clinical skills and identify areas that need improvement.
- Provides Athletic Training Student evaluation forms to site supervisors via ATrack and ensures that completed forms are maintained in student’s official file.
- Meet with each Athletic Training Student at least twice per semester to discuss clinical goals and progress.
- Provide feedback for more effective clinical experiences and graduate assistantships based on assessment measures.
- Serve as a moderator when problems arise in the clinical or graduate assistantship setting.
- Advise students as necessary.
Site Supervisor for Graduate Assistantships (if applicable)

Unit: Kinesiology
Reports To: Director of Clinical Education
Positions Supervised: Graduate Assistant Athletic Training Students
                      Athletic Training Students

Basic Function: To serve as a mentor for students in graduate assistant positions. The Preceptor shall fulfill the following duties and responsibilities:

♦ Provide informal and formal assessments of student professionalism and clinical proficiency.
♦ Meet with the Athletic Training Students at the beginning of the rotation to:
  ▪ Discuss scheduling, expectations and guidelines at the clinical site.
♦ Approve the Athletic Training Student’s hours log on ATrack at a minimum of every two weeks.
♦ Speak with the Director of Clinical Education at least once during the student’s clinical rotation to discuss student progress.
♦ Report any and all problems directly to the Director of Clinical Education regardless of whether or not the situation was resolved.
♦ Complete student evaluation forms via ATrack twice per semester.
♦ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
♦ Demonstrate understanding of, and compliance, with the policies and procedures of the PPATP.
Athletic Training Faculty
Unit: Kinesiology
Reports To: Department Chair, Director of Athletic Training Education
Positions Supervised: Athletic Training Students

Basic Function: To serve as an instructor, mentor, and role model to the Athletic Training students while fulfilling various Athletic Training responsibilities as assigned by the Director of Athletic Training Education and Department Chair. The faculty member must be appropriately credentialed where and when applicable and shall demonstrate teaching, scholarship, and service consistent with institutional standards.

♦ Incorporate most current athletic training knowledge, skills, and abilities as they pertain to their respective teaching areas.
♦ Provide mentorship and assistantship with master’s research projects.
♦ Participate in annual assessment report creation, including collection and dissemination of data.
♦ Other duties as assigned.

Athletic Training Student(s)
Unit: Kinesiology
Reports To: Director of Athletic Training Education, Director of Clinical Education, Athletic Training Faculty and Site Supervisor
Positions Supervised: None

Basic Function: To successfully complete course, research, and clinical responsibilities.

♦ Athletic Training Students must attend all regularly scheduled courses, meetings, and graduate assistantship experiences (if applicable).
♦ Communication must be adhered to, including all verbal and written (including emails) forms.
♦ Community service is a key component of any profession and students will be expected to participate in service activities.
♦ Professional dress is expected at all clinical assignments.
ATP Medical Director
Unit: Kinesiology
Reports To: Director of Athletic Training Education

Basic Function: To serve in coordination with the Director of Athletic Training Education, as a resource and expert for the medical content of the PPATP in both formal classroom and supervised clinical experiences. The Medical Director must be an MD/DO who is licensed to practice in the state of Pennsylvania.

♦ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
♦ Demonstrate understanding of, and compliance, with the policies and procedures of the PPATP.

Conflict Resolution (If you have a problem, chain of command)
In the event of a problem, please utilize the following chain of command.
- Problem with athletes/coaches (e.g., non-compliance with rules & regulations of athletic training room): contact your site administrator.
- Problem with AD/site supervisor (e.g., expected to work above a 20-hour a week average): contact Director of Clinical Education.
- Problem with doctoral mentor (e.g., long turn-around times on project comments): contact the Director of Athletic Training Education.
- Problem with Director of Clinical Education: contact the Director of Athletic Training Education.
- Problem with Director of Athletic Training Education: contact the Kinesiology Department Chair.
General Program Requirements for Master of Science Degree:
Kinesiology Athletic Training (AT)

Number of Didactic Credits required Beyond the Baccalaureate: 36 s.h. *(Note: Please refer to Policies and Procedures of the Temple University Graduate School for advanced standing or transfer of credit for graduate coursework taken as a non-matriculated student).*

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<th>Required Courses - Core</th>
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<th>Course Title</th>
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<tr>
<td>Kinesiology 5202</td>
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<td>Biomechanics of Skeletal Tissue**</td>
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<tr>
<td>Kinesiology 8343</td>
<td>3</td>
<td>Ortho in AT/Sport Med**</td>
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<tr>
<td>Kinesiology 8344</td>
<td>3</td>
<td>Rehab Tech in AT/Sport Med **</td>
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<tr>
<td>Kinesiology 8349</td>
<td>3</td>
<td>Cadaver Anatomy**</td>
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<tr>
<td>Kinesiology 9287</td>
<td>2</td>
<td>AT/Sports Med Pract I**</td>
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<tr>
<td>Kinesiology 9288</td>
<td>2</td>
<td>AT/Sports Med Pract II**</td>
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<td>Kinesiology 8300</td>
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<tr>
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<td>Kinesiology 9901</td>
<td>3</td>
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<tr>
<td>Kinesiology 9995</td>
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<tr>
<td>Educational Psych 8625</td>
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<th>Elective Courses*</th>
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<td>Physical Therapy 9645</td>
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</table>

*Electives are not limited to this list. ** Instructor is a Certified Athletic Trainer (24 of 36 cr).
### PROGRAM OF STUDY - subject to change

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<tr>
<th>Year/ Sem.</th>
<th>Dept. Name/ Course Code</th>
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<td>Independent Research</td>
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<tr>
<td>2 Fall</td>
<td>KIN 9288</td>
<td>AT/SM Practicum II</td>
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<td>KIN 5202</td>
<td>Graduate Biomechanics</td>
<td>M PM</td>
<td>03</td>
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<tr>
<td>2 Fall</td>
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<td>03</td>
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<td>W/F AM</td>
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<td>2 Sp</td>
<td>KIN 8344</td>
<td>Rehab. Methods and Tech for Sports-Related Injuries</td>
<td>T/R AM</td>
<td>03</td>
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<td>2 Sp</td>
<td>KIN 8343</td>
<td>Orthopedics in AT/SM</td>
<td>M AM</td>
<td>03</td>
<td>36</td>
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All students are responsible for completing an annual program of study document and giving the completed document to the Director of Athletic Training Education by the end of the first week.
Master’s Research Project

A requirement for all MS in Kinesiology: AT Concentration students is the completion of a research project. Formulation of the project idea, data collection, and the final written document will be performed under the direction and guidance of a doctoral mentor (when available) and faculty mentor. The goals are to present your research at state, regional, and/or national conventions, have a published abstract and manuscript (e.g., *Journal of Athletic Training*), and graduate on time. Please find the **Master’s Project Guidelines** in Appendix C.

**Master’s Research Project Timeline**

**Year 1**

**Fall semester goals**
1. Formulate project idea
2. Part II- Review of Literature
   a. Detailed outline
3. Present project idea
4. Begin Part I – Introduction and Methods

**Spring semester goals**
1. Finalize Methods section
2. Continue updating Introduction and Part II
3. Complete IRB/informed consent
4. Formally propose master’s project

**Summer goals**
1. Submit for IRB approval
2. Perform pilot testing/reliability
3. Begin data collection

**Year 2**

**Fall semester goals**
1. Collect data
2. Continue updating Introduction and Part II

**Spring semester goals**
1. Analyze data
2. Complete Results and Discussion sections, and appendixes
3. Complete Introduction and Part II
4. Complete document (cover to cover)
5. Formally defend master’s research project

**May Graduation!**

**Masters Research Project Mentorship**

Each master’s student will be provided doctoral and/or faculty mentors. The mentors have a vested interest in the quality and completion of the student’s research project. This mentorship structure is designed to enhance the quality of the master’s research projects and graduation rates to 100%. The master’s student can utilize these resources to aid in any part of the research project process. Research project progress will be monitored with scheduled meetings between the parties as part of the KN8300 Seminar course and meetings twice a month with the Director of Athletic Training Education. Other research project resources include other students and faculty, project and IRB templates (available on the KN 8300 Blackboard website), and bound copies of former master/doctoral student projects. It is incumbent upon the master’s student to perform the work necessary to stay on the recommended timeline listed above. Failure to do so could result in delayed graduation.
ACADEMIC ADVISEMENT

The Kinesiology Department provides students with multiple means to receive academic and career advice. The Director of Athletic Training Education can provide professional and academic guidance throughout the student’s academic preparation. The Director of Clinical Education can provide clinical and professional guidance while all faculty members can provide assistance with the research process.

LEAVE OF ABSENCE

Temple University Policy (02.10.16) describes the University policy on student leave of absence and return procedures.

ACADEMIC INTEGRITY

Temple University believes strongly in academic honesty and integrity. Plagiarism and academic cheating are, therefore, prohibited. Essential to intellectual growth is the development of independent thought and a respect for the thoughts of others. The prohibition against plagiarism and cheating is intended to foster this independence and respect.

Plagiarism is the unacknowledged use of another person's labor, another person's ideas, another person's words, another person's assistance. Normally, all work done for courses -- papers, examinations, homework exercises, laboratory reports, oral presentations -- is expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has entailed consulting other resources -- journals, books, or other media -- these resources must be cited in a manner appropriate to the course. It is the instructor's responsibility to indicate the appropriate manner of citation. Everything used from other sources -- suggestions for organization of ideas, ideas themselves, or actual language -- must be cited. Failure to cite borrowed material constitutes plagiarism. Undocumented use of materials from the World Wide Web is plagiarism.

Academic cheating is, generally, the thwarting or breaking of the general rules of academic work or the specific rules of the individual courses. It includes falsifying data; submitting, without the instructor's approval, work in one course which was done for another; helping others to plagiarize or cheat from one's own or another's work; or actually doing the work of another person.

The penalty for academic dishonesty can vary from receiving a reprimand and a failing grade for a particular assignment, to a failing grade in the course, to suspension or expulsion from the university. The penalty varies with the nature of the offense, the individual instructor, the department, and the school or college.

Students who believe that they have been unfairly accused may appeal through the school or college's academic grievance procedure.
Cell Phone Use

Cell phones are to be used for emergencies only during clinical experiences. Cell phones cannot be used for personal calls, texting, or internet usage unless approved by the preceptor/site supervisor.

Electronic communication

Athletic training students should not accept or request any interaction involving social media with any current patient or athlete, regardless of whether the athletic training student is directly responsible for patient care. Athletic training students are encouraged to keep all social media accounts private. Furthermore, it is unacceptable, and may violate state practice acts to interact through social media, text messaging or email with patients or athletes who are minors, regardless if they are currently involved in direct patient contact. Athletic training students should also refrain from sharing any materials related to patient diagnosis and care through social media, text messaging, or email. Any information disclosure is in violation of HIPAA and/or FERPA policies.

Confidentiality

Strict adherence to HIPAA and FERPA policies must be practiced at all times. Patient records are considered legal documents and cannot leave the designated clinical site. Any questions or concerns from anyone who does not need to medically know the information (i.e., preceptor, team physician), must be directed to the preceptor or site administrator. Athletic training students may not discuss medical records with other student athletes. Violation of confidentiality may result in disciplinary action and could be in direct violation of the NATA Code of Ethics, which could jeopardize your ability to practice as an athletic trainer.

Requirements for Graduation

In order to successfully complete the Master’s degree program, students must satisfy the following criteria:

- Satisfactory completion of all core, research and elective courses in the amount of 36 semester hours
  - Note: As per University guidelines, students may not receive more than 2 grades below a B-. Three or more grades below a B- will result in dismissal from the program.
- Completion and successful defense of an original research project
- Good standing in athletic training, as part of the requirements for remaining a AE/TA above

College of Public Health Interdisciplinary Requirement

In an effort to better train CPH students regarding the full scope of health professions and the way in which these professions collaborate and interact to advance health, the CPH has created a required online learning module, “Current and Emerging Issues in Public Health and Health Professions.”

The course is completely online and asynchronous, meaning that students can complete the modules at their own pace. The course is a required pass/fail course, but students will not be charged additional tuition for the course as it is considered a 0 credit course; however, this is mandatory and students will not be eligible for graduation unless the course is completed.
The course will require all students to complete a set of six learning modules that address some of the core elements of health, including guiding principles, practices and guidelines. Students will then have the option to select an additional six modules from a menu of modules (currently a choice of twelve, but new modules are being developed). All of the course content will be available via Blackboard. Each module includes a video presentation, powerpoint slides, additional resources and a quiz. The video presentation is divided into 3-4 segments of no more than 20 minutes each. Students will be required to view the video presentation (may also print and follow along with the powerpoint slides) and then complete the quiz, receiving a minimum grade of 80% to receive credit.

Graduate School Exit Requirements for Graduation
All students must apply for graduation and pay the associated fees by the deadline listed in the University’s Academic Calendar (~mid February). This is the only means by which a diploma will be produced and an awarded degree transcripted.

Relationships with Patients
Athletic training students participating in intimate relationships (sustained or casual) with patients can lead to compromising situations for both patients and students. No athletic training student may engage in an intimate relationship with a patient at a clinical site, regardless of whether the student is involved in direct patient care. Relationships with patients can lead to your immediate removal from a clinical site and may violate state practice acts.

Professional Relationships with Site Supervisors and BSAT Students
In order to ensure the best educational experience, athletic training students and site supervisors must develop and maintain a professional relationship. Any issues with a clinical site or site supervisor must be brought to the attention of the Director of Clinical Education immediately for remediation. Intimate relationships (casual or sustained) with a site supervisor or BSAT student are not permitted. Any conduct deemed inappropriate may result in disciplinary action and/or removal from the clinical experience.

Outside Clinical Work
Students working as a certified athletic trainer outside of their assigned clinical experiences and graduate assistantships are not covered by Temple University’s liability insurance or by the physician standing orders. Students are responsible for purchasing liability insurance and ensuring that they are adhering to state practice guidelines, including the obtainment of appropriate standing orders.

Transportation
Each Athletic Training Student is responsible for transportation to and from clinical experience and graduate assistantship (if applicable) sites throughout the entire Athletic Training program. Transportation requires that each student has personal access to public transportation or a car.
CLINICAL EXPERIENCE AND ACCOMMODATIONS

Temple University is dedicated to full inclusion of students with a disability in all programs and services. The Athletic Training Program maintains relationships with clinical sites that are accessible and works with clinical sites to arrange reasonable accommodations upon request.

Use of Athletic Training Professional Terminology

The field of athletic training is often misunderstood among other health care professionals. To help raise the level of awareness, athletic training students are asked to use appropriate terminology at all times.

<table>
<thead>
<tr>
<th>Professional terminology</th>
<th>Incorrect terminology</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Athletic training room”</td>
<td>“Training room”</td>
</tr>
<tr>
<td>“Athletic trainer”</td>
<td>“Trainer” or “ATC”</td>
</tr>
<tr>
<td>“Athletic training students”</td>
<td>“Student athletic trainers” or “Student trainers”</td>
</tr>
</tbody>
</table>
### AE/TA Information

Currently, Temple University has GA positions available at multiple college and high school sites. New relationships emerge each year; therefore, this list is subject to change annually.

#### Current Sites

<table>
<thead>
<tr>
<th>High Schools</th>
<th>Colleges/ Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Penn Charter School</td>
<td>Temple University McGonigle</td>
</tr>
<tr>
<td>3000 West School House Lane</td>
<td>1801 North Broad Street</td>
</tr>
<tr>
<td>Philadelphia, PA 19144</td>
<td>Philadelphia, PA 19122</td>
</tr>
<tr>
<td>School District of Philadelphia</td>
<td>Temple University Ambler</td>
</tr>
<tr>
<td>440 North Broad Street</td>
<td>580 Meetinghouse Road</td>
</tr>
<tr>
<td>Philadelphia, PA 19122</td>
<td>Ambler, PA 19002</td>
</tr>
<tr>
<td><a href="http://www.phila.k12.pa.us">http://www.phila.k12.pa.us</a></td>
<td><a href="http://www.temple.edu/ambler">http://www.temple.edu/ambler</a></td>
</tr>
<tr>
<td>Germantown Friends School</td>
<td></td>
</tr>
<tr>
<td>31 W. Coulter Street</td>
<td></td>
</tr>
<tr>
<td>Philadelphia, PA 19144</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.germantownfriends.org/">http://www.germantownfriends.org/</a></td>
<td></td>
</tr>
<tr>
<td>Jack M. Barrack Hebrew Academy</td>
<td></td>
</tr>
<tr>
<td>272 S. Bryn Mawr Ave.</td>
<td></td>
</tr>
<tr>
<td>Bryn Mawr, PA 19010</td>
<td></td>
</tr>
<tr>
<td><a href="https://www.jbha.org/">https://www.jbha.org/</a></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Teaching Assistantships</th>
<th></th>
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<tbody>
<tr>
<td>Temple University</td>
<td></td>
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<tr>
<td>Department of Kinesiology</td>
<td></td>
</tr>
<tr>
<td>Courses: KIN 1223</td>
<td></td>
</tr>
<tr>
<td>(Anatomy &amp; Physiology I)</td>
<td></td>
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<tr>
<td>KIN 1224</td>
<td></td>
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<tr>
<td>(Anatomy &amp; Physiology II)</td>
<td></td>
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<tr>
<td>KIN 3202</td>
<td></td>
</tr>
<tr>
<td>(Biomechanics)</td>
<td></td>
</tr>
<tr>
<td>Basic Instruction Program</td>
<td></td>
</tr>
<tr>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td><a href="http://cph.temple.edu/kinesiology/home">http://cph.temple.edu/kinesiology/home</a></td>
<td></td>
</tr>
</tbody>
</table>
Contract Start/End Dates for Graduate Assistantships (if applicable)

Normally, contract start/end dates are as follows:
- TU Athletics (11 month contract), July/August –June/July
- High School/Other Universities (10 month contract), August/September –May/June
- Teaching Assistant (9 month contract), August/September –May/June

Please note that these dates are subject to change annually. Contact your site administrator for specifics.

Stipend/Tuition Remission/Health Insurance for Graduate Assistantships (if applicable)

The department teaching assistantships include stipend and full tuition waiver. The TU Athletics and high school/other university clinical assistantships compensation includes a stipend only for certified students. Subsidized health insurance is available for graduate students. For information, please visit http://www.temple.edu/hr/index.html. The Employment Services Office is located in Mitten Hall, Suite 40. You will need a copy of your award letter to enroll.

Making Schedule/Recording of Hours for Graduate/Teaching Assistantships (if applicable) & Practicum

Each academic extern (AE) and teaching assistant (TA) in this program has a contract for an average of 20 hours per week. Students may work more than 20 hours in one week, but it must be counter-balanced in another week. In order to ensure that this is maintained, each student must communicate with their assistantship supervisor in the beginning of each school year or semester to discuss coverage. During this meeting, a schedule should be developed in which, over the course of the contract dates, there is an average of 20 hours worked per week. Supervisors at each site are aware of this policy. It is important to note that these schedules should be loosely written and students should be prepared to work different days/times depending on the changing needs of the workplace (e.g., playoff coverage). Students should document hours via ATrack within one week and have their site supervisor approve the hours within two weeks.

All students are required, via the Practicum courses (KN 9278 & 9288), to complete and record 5 hours in the Temple University Athletic Training rooms. These hours must be logged via ATrack within one week. Students are eligible for a free ATrack account with National Athletic Trainers’ Association student membership.

Sick Leave/Coverage Policy for Graduate Assistantship (if applicable)

It is the student’s responsibility to ensure coverage in the event of class conflicts, illness or other emergency. You may e-mail the other certified athletic trainers in the graduate program or from the outside, or provide Director of Clinical Education with a detailed e-mail complete with dates, times, pay and location in advance. The graduate Director of Clinical Education cannot guarantee coverage. In the event of alternate coverage, please contact your site administrator and let them know the details of who is covering, when and why.

Please remember your class schedule when completing your schedule with your site supervisor in the beginning of the semester. The responsibility of finding alternate coverage lies solely with the student.

Failure to Pass Board of Certification (BOC) Exam

Failure to pass the BOC exam prior to the start of your clinical assistantship (i.e., June test date) could result in revocation of the assistantship offer or change of assistantship type (e.g., clinical to teaching), but will not change the post professional athletic training education program acceptance status. This will be handled on a case-by-case basis with the assistance of the site supervisor.
Requirements to Remain an AE/TA/Student
Being a student and AE/TA in the athletic training graduate program at Temple University is a privilege. You have been awarded acceptance into the program because of previous actions and achievements. Requirements to remain an AE/TA include remaining in good standing at your assistantship site, with your coursework, and research project. Good standing as an athletic training master’s student is continuously evaluated.

Possible reasons for termination of assistantship/expulsion from the graduate program include:
- Not fulfilling job requirements (e.g., behavior contrary to NATA Code of Ethics; Appendix B).
- Not maintaining athletic training certification or license.
- Lack of progress in research project (e.g., not handing in assignments in a timely manner).*

*A first offense will be met with letter indicating you are on probation for your remaining time at Temple University. A second offense will result in your expulsion from the program or rescinding of your assistantship. Depending on the severity of a violation, Temple, at its sole discretion, reserves the right to remove a student from a site with no warning or probation.

Note - You must remain in the same assistantship for your two years in order to remain in the graduate athletic training education program.

Prior to Start of Assistantship: To-Do List (see Appendix for Checklist)

Pennsylvania State License
Every person working as a certified athletic trainer in the State of Pennsylvania (PA) must be licensed by the state BEFORE he or she begins working in the state. Applications for state license can be obtained from the PA State Board of Medicine website (http://www.dos.state.pa.us). Click on the link for licensing and then click on health related boards. Athletic trainers are certified under the Medical Board or the Osteopathic Board. The application for PA State License changes often; however, normally the applicants must provide a completed application, a check for processing/license fees, proof of BOC certification, proof of graduation from an approved athletic training program, current curriculum vitae, and letters of reference from any state in which licensure/certification was previously held. Please note that temporary permits are not available to anyone who has passed the BOC examination. Temporary permits are available for those students who have graduated from an approved undergraduate program and are awaiting results of the BOC exam. Anyone with temporary permits must practice under the direct supervision of a certified athletic trainer. Failure to follow these rules can result in penalties, including fines, revocation of future certification, and prison time. Processing of a completed application may take up to four weeks, so please get started on the process early!

For individuals who will seek licensure in states other than Pennsylvania, they should consult the following resources:

http://www.bocatc.org/index.php/state-regulation
http://members.nata.org/gov/state/regulatory-boards/map.cfm

Vaccinations/Physical Exam
First year graduate students are required to submit a completed history (with immunization record) and physical examination prior to orientation. Proof is required for tetanus and diphtheria immunizations and for adequate measles, mumps, and polio vaccinations. Viral titers for rubella and varicella are also required. For non-immunized students, the Student Health Service will provide immunization at cost.
Students are required to participate in the Hepatitis B vaccination program unless they obtain a waiver. The series of three injections must be started before the beginning of classes.

**Current CPR Certification**
Current CPR certification is necessary for all working athletic trainers. An ECSI re-certification course will be offered at the end of the fall semester for those students who need updates for the current year.

**Criminal Background Checks**
Act 33 checks, which include criminal history and child abuse, as well as the Sterling Background Check for driving offenses must be done prior to becoming an AE or TA at Temple. The Director of Clinical Education will provide Temple University Human Resources (HR) with your contact information. HR will contact you directly to complete the process. Please note that incoming graduate assistants are not eligible to have direct contact with children (i.e., those under 18 years of age) until the Clearances are completed and results received by the University.

**Lab and Research Training**
All incoming students are required to complete Temple University's Environmental Health and Radiation Safety (EHRS) training (e.g., blood born pathogens, chemical hygiene). This training is required annually.
Institutional Review Board (IRB) education in human participant protection must be completed before students will be permitted to assist with data collection. Information regarding this training is available at Temple University Institutional Review Board's website (http://www.temple.edu/research/regaffairs/index.html) or in the laboratory manual. Proof of IRB training must be provided to the Director of Athletic Training Education. The training provided by the IRB is valid for two years and must be renewed to continue working in the laboratory.

**Athletic Training Room Requirements**
Proper BBP and OSHA standards must be utilized at your site. Failure to do so may result in rescinding of your assistantship. OSHA standards may be found on-line (http://www.osha.gov/index.html).

Copies of your state licensure, national certification, CPR certification, doctor’s standing orders, and Emergency Action Plans must be posted in the athletic training room at your site. Emergency Action plans must be venue-specific and posted at each venue.

All electrical modalities must be calibrated annually.

All treatments and rehabilitation sessions should be recorded in a treatment log, either computerized or paper and pencil. Athletes should sign in and record why they are there (e.g., band aid, ice).
HELPFUL SAMPLE POLICY AND PROCEDURE FORMS

(Each site should have a policy and procedures manual. If one does not exist, then meet with your site administrator and the Director of Clinical Education to create one.)

SAMPLE ATHLETIC TRAINING ROOM POLICY AND PROCEDURES

1. **NO HATS ARE TO BE WORN IN THE ATHLETIC TRAINING ROOM**
2. **NO CURSING OR FOUL LANGUAGE IS ALLOWED**
3. **NO FOOD OR DRINK IS ALLOWED IN THE ATHLETIC TRAINING ROOM.**
4. **PROPER DRESS IS REQUIRED AT ALL TIMES**
5. **SHOWER BEFORE TREATMENT**
6. **NO EQUIPMENT IS TO BE BROUGHT INTO THE ATHLETIC TRAINING ROOM**
7. **DO NOT TAKE ANYTHING OUT OF THE CLINIC WITHOUT PERMISSION OF A STAFF ATHLETIC TRAINER. THIS INCLUDES TAPE.**
8. **YOU WILL BE BILLED FOR EQUIPMENT WHICH YOU DO NOT RETURN, INCLUDING CRUTCHES, TENS UNITS, SLEEVES, BRACES, ETC.**
9. **PHONES ARE NOT TO BE USED BY NON-PERSONNEL.**
10. **DO NOT ENTER ANY OFFICE UNLESS YOU ARE TOLD TO BY A MEMBER OF THE ATHLETIC TRAINING STAFF**
11. **NO CELL PHONE USAGE IN THE ATHLETIC TRAINING ROOM**
SAMPLE EMERGENCY ACTION PLAN

If your site does not have an emergency action plan, you can use this as a template for creating your own site-specific plan. This plan should be based on local rules and regulations (communicate with your site administrator). Remember to notify coaches and administrators each season to ensure compliance in an emergency.

**Emergency Personnel:** A certified athletic trainer (ATC) is on-site for practices and competitive events.

**Emergency Communication:** Campus Phone, Cell Phones.

**Emergency Equipment:** First aid supplies (athletic trainers' kit, biohazard bag, *breathing devices, vacuum splints, *spine board, and *crutches). Breathing devices, spine board and crutches are kept in the Athletic Training Room.

**Roles of Emergency Care Team Members**

1. Immediate care of the injured/ill student-athlete: Follow appropriate first aid principles.
2. Emergency equipment retrieval: Appropriate to the emergency.
3. Activation of emergency medical system (EMS) by calling campus police or 911.

*Provide them with the following information:*

a. Identify yourself and your role in the emergency
b. Specify your location and telephone number (if calling by phone)
c. Give name(s) of injured/ill individual(s)
d. Condition of victim(s)
e. Time of the incident
f. Care being provided
g. Give specific directions to the scene of the emergency

Direction of EMS to the scene (See Below)

Assign one or more people to do the following:

h. Assist EMS in getting to the scene
i. Open appropriate gates/doors; have elevator key ready
j. Designate individual to "flag down" EMS and direct to scene
k. Scene control: keep non-emergency medical team members away from the scene

**Venue Directions:**
LIGHTNING POLICY

A. Responsibility for Removing Athletes

The responsibility for removing student-athletes from the practice/game area lies with the head coach of the particular sport. If the head coach is not present, the assistant coach will assume responsibility. The staff athletic trainer and/or AT student will advise the head coach and/or his/her designee.

The staff athletic trainer and/or AT student will watch for lightning and listen for thunder, will be responsible for keeping track of the “flash/bang” count (see below), and will keep the head coach and/or his/her designee informed of the flash/bang count.

B. Flash/Bang Method

This method is used to estimate how far away a lightning flash is:

- Begin timing (in seconds) as soon as a lightning flash is seen; stop timing as soon as the thunder sound is heard after the lightning flash. This number is the “flash/bang” count.
- Divide the “flash/bang” count by five (5) and the resulting number is the distance, in miles, from the practice/game area to the lightning flash.

C. Criteria for Evacuation of the Practice and Game Area

- All personnel are to evacuate to a safe structure or location if the “flash/bang” count is 40 seconds or less. A safe structure or location is defined as any building that has plumbing and/or electrical wiring that acts to electrically ground the structure. In the absence of a sturdy, frequently inhabited location as described above, any vehicle with a hard metal roof and roll-up windows (not a convertible or golf cart) can provide a measure of safety. Do not touch the sides of the vehicle. **Baseball and softball dugouts do not meet the aforementioned criteria.**
- If no safe structure or location is within a reasonable distance, personnel should find a thick grove of small trees surrounded by taller trees or a dry ditch. Everyone should assume a crouched position on the ground with only the balls of the feet touching the ground. Persons should wrap their arms around their knees and lower their head. Do NOT lie flat. Minimize the body’s surface area and minimize contact with the ground.
- If unable to reach safe shelter, persons should stay away from the tallest trees or objects (light poles, flag poles, etc.), metal objects (fences, bleachers, etc.), individual trees, standing pools of water and open fields. Persons should avoid being the highest object in a field. In situations where thunder and/or lightning may or may not be present, yet you feel your hair stand on end and skin tingle, lightning is imminent. Therefore, all persons should assume the position described above. Use of a telephone and/or using shower and plumbing facilities should be avoided, except in emergency situations. A cellular and/or portable remote phone is a safe alternative to
landline phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.

D. **Criteria for Safe Return to the Practice and Game Area**

Personnel should not return to the practice/game area until thirty (30) minutes have passed since the last lightning flash or the last sound of thunder.

E. **Lightning Safety Guidelines**

Do not hesitate to help a victim of a lightning strike. Individuals struck by lightning do not carry a charge and it is safe to touch them to render medical treatment. If possible, an injured person should be moved to a safer location before beginning first aid. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes, the existence of a blue sky and the absence of rain do not eliminate the possibility of lightning. Lightning awareness should be increased with the first flash of lightning or the first clap of thunder no matter how far away.

**References**

Sample Report/Letter Resources
For sample injury reports, parent letters, and coaches’ reports, please visit the following resources:
1. Temple University undergraduate athletic training handbook.
2. Pennsylvania Athletic Trainers’ Society website

Other General Information

Graduate School Housing
Housing is available to graduate students through the university. Please view the website for more information. http://www.temple.edu/studentaffairs/housing/

Temple E-mail Address
Each student will be issued a Temple e-mail address upon official acceptance into the University. Please contact Temple Computer Services with any questions (215) 204-1100.

Temple ID
Upon payment of fees, students may obtain Temple ID cards. Please note that a Temple Student ID must be shown to enter all buildings. Library and printing privileges are also linked to the card. More information can be found at the following website: http://www.temple.edu/diamonddollars/owlcard.htm

Tuition & Fees
All Temple University graduate students pay student fees, which vary by semester and by credit hours taken (budget at least $400). Fees must be paid before an ID card will be issued. Teaching Assistants can obtain a Tuition Waiver form from Ms. Andrea Beckett (see contact list) at the start of each semester.

Financial Aid
For financial aid options, please contact the Office of Student Financial Services. http://www.temple.edu/sfs/ Phone: 215-204-2244

Payroll
Please contact the Director of Clinical Education with questions regarding the payroll process.

Enrolling in Courses
Each student must meet with the Director of Athletic Training Education before scheduling the next semester’s courses. Students can enroll by logging onto TUportal (http://tuportal.temple.edu). From here, you can select Self Service Banner and search for the courses that you need. Courses that require special permission can be added through Mr. Joseph Hines (see contact list). Please contact the Director of Athletic Training Education prior to scheduling classes.

Program of Study
You must complete a Program of Study that will be signed by you and the Director of Athletic Training Education. This is a contract detailing your two years of coursework at Temple University.

Other Resources
Kinesiology Graduate Handbook:

Graduate School policies and procedures: http://www.temple.edu/grad/
Contact List

Director of Athletic Training Education
Jamie Mansell PhD, LAT, ATC
Pearson Hall 261
215-204-2153
215-292-5085 (C)
jmansell@temple.edu

Director of Clinical Education
Anne Russ PhD, LAT, ATC
Pearson Hall 264
215-204-0264
anne.russ@temple.edu

Kelly Pagnotta PhD, LAT, ATC
Assistant Professor
Pearson Hall
215-204-2789
Kelly.pagnotta@temple.edu

Steve Thomas PhD, LAT, ATC
Assistant Professor
Pearson Hall 247
215-204-4308
sjthomasatc@temple.edu

Ryan Tierney PhD, LAT, ATC
Associate Professor
Pearson Hall 259
215-204-4001
rtierney@temple.edu

Assistant Chair for Graduate Studies
Michael Sachs, PhD
Pearson Hall 269
215-204-8718
msachs@temple.edu

Department Chair
John Jeka, PhD
Pearson Hall 230
215-204-4405
jjeka@temple.edu

Mr. Joseph Hines
Kinesiology Academic Coordinator
Pearson Hall 237
215 204-7503
tua47376@temple.edu
Appendix A

Acknowledgement Statement

This handbook has been developed to assist you as a student in our program. It should be used as a guide and resource during your various academic and clinical experiences within the Temple University Post Professional Athletic Training Education (PPATEP) program. It contains specific information on a variety of topics such as program of study, research project, and prior to starting to-do-list. Students are required to read and sign this acknowledgement statement.

We highly encourage students to become familiar with the handbook contents and make every effort to utilize it to be certain that you are satisfying all the requirements associated with our program. It is your responsibility for being familiar with and understanding the contents of this handbook. As much as we have tried, this is not an all-encompassing manual so if you have any questions, problems, comments or concerns please do not hesitate to talk with the appropriate personnel.

Any additional or updated information will be given to you as necessary. Please sign this acknowledgement statement and return it to the Director of Athletic Training Education.

________________________  __________________
Student Signature          Date
Appendix B

CONFIDENTIALITY AGREEMENT

I ________________________ understand that as a condition of my participation in the Temple University Post-Professional Athletic Training Education Program and as part of my teaching or clinical assistantship, I realize that I must safeguard the privacy, security, and integrity of patient records at all times.

I agree to abide by all state and federal laws and regulations governing the security and confidentiality of individual identifiable medical information and records.

I agree that I will not engage in behavior that may cause a breach of confidentiality or the appearance of a breach, whether intentional or not. This includes, but is not limited to:

* Discussing information contained in files or distributing confidential files to others
* Discussing a patient’s confidential information with another student or instructor where it can be overheard by other patients and individuals involved in the care of that patient (e.g., discussing in the hallway or patient’s waiting room).
* Discussing a patient with friends, other patients, other professional, or anyone inside or outside the clinic or ATR, not directly involved in the care of the patient or in a consultative role regarding the patient’s care.
* Releasing patients records without the patient’s consent unless required by law (Consent may be given by written release or by faxed memo and must specify which parts of the record may be released)
* Leaving records unsecured in an open area where individuals not involved in the care of that patient can view them
* Removing patient folders from the clinic or ATR except to be taken to a supervisor’s office. All medical files must be released according to procedures.
* Leaving computer workstation screens with identifiable patient information unattended or unlocked so that anyone may view or access patient information
* Leaving reports, treatment plans or session plans in printers or garbage without being shredded
* Saving identifiable patient information on computer disk or hard drive
* Transmitting reports with identifiable confidential information via email (see university email policy)
* Making copies of patient information or reports
* Removing any reports or raw data form the patient folder
* Discussing or posting information and/or pictures regarding patients or patient care on social media
* Maintaining videotapes of patient sessions after the end of the clinical assignment outside of the clinic, ATR, or department

As a participant in the program, I understand that I may be disciplined and subject to legal action for violating state or federal statutes or university policy regarding confidentiality and privacy of protected information. By my signature I agree to abide by all the premises and principles contained in this agreement.

____________________________  ________________________
Student Signature          Date
Appendix C

Statement of Confidentiality, HIPAA Minimum Necessary Consent and Responsibility

I understand and agree to comply with the terms of the Student Affiliation Agreement, as amended from time to time (the “Agreement”), by and between ___________________________ (“Affiliate”) and Temple University – Of The Commonwealth System of Higher Education (“University”) to receive training and experience in the Athletic Training Program (the “Program”).

As consideration for allowing me to participate in the Program at Affiliate, I understand that my role as a participant in the Program is contingent upon compliance with all policies and rules of Affiliate. In addition, I understand that I am required to keep confidential patient protected health information. I recognize and acknowledge that during the course of my participation in the Program, I may become aware of such private and confidential information and that I have access to such information as part of the Program and for educational and training purposes only. I agree to keep this information confidential forever and not to use or disclose it to others, including all members of Affiliate’s workforce, and its entities, patients and family members, unless there is a need to know and I am otherwise authorized by: (a) Affiliate; (b) Affiliate’s policies and procedures; (c) the patient (for that patient's specific information); or (d) where appropriate, as required by law. I understand that I must comply with Affiliate’s policies and procedures, including but not limited to those regarding protected health information under HIPAA laws and regulations and I acknowledge that I have been trained in the appropriate uses and disclosures of protected health information as they relate to my specific role as a participant in the Program.

The undersigned, intending to be legally bound, has reviewed this Statement of Confidentiality, HIPAA Minimum Necessary Consent and Responsibility, and agrees to abide by same.

Student Name: _______________________________________

Student Signature: ____________________________________

Date: _______________________________________________
Appendix D
Department of Kinesiology
Graduate Athletic Training

Project Guidelines

Proposal
Submit one copy of the following to each of your committee members (minimum 2) at least two weeks prior to your proposal defense date.

Part 1
Signature Page
Introduction
Materials and Methods
  Research Design
  Subjects
  Instrumentation
  Reliability
  Testing Procedures
  Data Analysis
References

Part 2
Problem Statement
Hypothesis
Data Collection Flow chart
Review of Literature
Medical History Forms
Data Collection Forms

Guidelines
1. Parts 1, 2, and the reference list are to be submitted in journal format (specific journal will be determined by you and your advisor).

2. In text citations in the body of Parts 1, 2, and the reference list are to be in American Psychological Association (APA) Publican Manual (6th ed.); Author and year in the text and reference list in alphabetical order. (Http://www.apastyle.org)

3. Style Requirements:
   - Margins: Left 1.5 in., Right 1.0 in.,
   - Top 1.0 in., Bottom 1.0 in.
   - Page Numbering: Upper Right Corner
   - Font Style: New Courier 12
   - Font Size: 12
   - Headings: Follow most recent guidelines/examples of the selected journal.
   - Default: Journal of Athletic Training, using most recent Author's Guide
4. The proposal defense must be presented in electronic media format (e.g., PowerPoint) (Approximately 20-minute presentation). Provide copies of the data collection flow chart and data collection instruments as audience handouts.

5. Following proposal approval by the committee members you may then begin:
   IRB approval
   Pilot Testing
   Data Collection

Project Defense
Submit one copy of the following to each of your committee members at least 7 calendar days prior to your project oral defense.

Part 1
Signature Page
Table of Contents
Manuscript Title Page
Acknowledgments
Abstract and Key Words (Begin Arabic numbering with 1)
Introduction
Materials and Methods
   Research Design
   Subjects
   Instrumentation
   Reliability
   Testing Procedures
   Data Analysis
Results
Discussion
Conclusion
References
Tables (each on a separate page)
Legends to figures
Figures
Direct Correspondence

Part 2
Problem Statement
Hypotheses
Decisions on Hypotheses
Recommendations for Future Research
Review of Literature
References
Appendixes (examples)
- IRB Consent Form (copy, showing approval stamp)
- Medical History Forms
- Data Collection Flow Chart
- Data Collection Instructions
- Data Collections Forms
- Raw Data
- Additional statistical tables (those not directly referred to in body of text (e.g., ANOVA tables) or other pertinent material.

Guidelines
1. Parts 1, 2, and reference list are to be submitted in journal format except in-text citations which are to be written according to APA style.

2. The specific journal format for the manuscript will be determined and agreed upon between you and your advisor. Refer to the Guide to Contributors of the journal chosen for the specifics of formatting as this will be unique for each journal.

3. Style Requirements:
   - **Margins:** Left 1.5 in., Right 1.0 in.,
     Top 1.0 in., Bottom 1.0 in.
   - **Page Numbering:** Upper Right Corner
   - **Font Style:** New Courier 12
   - **Font Size:** 12
   - **Headings:** Follow most recent guidelines/examples of the selected journal.
   - **Default:** Journal of Athletic Training, using most recent Author's Guide

4. The proposal defense must be presented in electronic media format (e.g., PowerPoint). Include audience handouts.

Project Evaluation Criteria

Part 1

Title
1. Contains the fewest words possible that adequately describes the content of the paper.
2. Does not contain abbreviations.

Abstract
1. Follows Guide to Contributors requirements for a journal that you and your advisor have chosen.
2. Written in the past tense.
3. Title is clear and concise.
4. Project adequately summarized.
5. Purpose of the research.
7. Summary or results.
8. Statement of the relevance or clinical significance.

Keywords
Contain words that represent the manuscript but that are not found in the title.

Body of Manuscript
1. Introduction should contain several paragraphs in which the purpose of hypothesis of the study is clearly developed and stated. Include why the study needed to be done and end with a statement of the problem or controversy.
2. Review, contrast, and critique the pertinent literature.
3. Adequately develop a sound rationale for the research question in the introduction and methodology.
4. The methodology should contain sufficient detail concerning the methods, procedures, and apparatus employed so that others can reproduce the results.
5. Clear description and the purpose and scope of the research.
6. Establishes relevance to existing research.
7. Research objectives are specifically stated.
8. Establishes relevance to sports medicine.
9. Experimental design identified.
10. Limitations discussed.
11. Dependent variables identified.
12. Independent variable identified.
13. Subject demographic information provided.
14. Sample selection inclusion and exclusion criteria defined and justified.
15. Adequate sample size.
17. Description of measurement capabilities of all instruments provided.
18. Instrument validity and reliability included as necessary.
19. Data collection procedures identified.
20. Specific statistical test identified.
22. Contains no typographical, spelling, or grammatical errors.
23. References cited are correct, appropriate, and comprehensive.
24. Interpretation and synthesis of researched material is comprehensive and clearly organized.
25. Discussion section is clearly written regarding the hypothesis.

Part 2
1. Standards of Format and Style are followed.
2. Statement of the problem is clearly developed and written.
3. Previous scholarly research pertinent to the problem is adequately reviewed,
contrasted, and critiqued.
4. Research hypothesis is clearly stated.
5. Operational definitions discussed.
6. Contains no typographical, spelling, or grammatical errors.
Appendix E

NATA CODE OF ETHICS

September 28, 2005

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.

PRINCIPLE 1:
Members shall respect the rights, welfare and dignity of all.
   1.1 Members shall not discriminate against any legally protected class.
   1.2 Members shall be committed to providing competent care.
   1.3 Members shall preserve the confidentiality of privileged information and shall not release 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.
   2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
   2.2 Members shall be familiar with and abide by all National Athletic Trainers’ Association standards, rules and regulations.
   2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
   2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:
Members shall maintain and promote high standards in their provision of services.
   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 their practice acts and other pertinent regulation.
   3.3 Members shall provide services, make referrals, and seek compensation only for
those services that are necessary.

3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.

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 should 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 or that reflects negatively on the profession.

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

4.2 National Athletic Trainers’ Association current or past volunteer leaders shall not use the NATA 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 welfare 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 to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.
Appendix F
Athletic Training AE/TA CHECKLIST

Name: _________________________________

PA License # (provide copies to Program Director and Director of Clinical Education):

BOC Certification # and Date (provide copies to Director of Athletic Training Education and Director of Clinical Education):

Payroll Paperwork:

Tuition Remission (TA only; Andrea):

Identification Card:

TU e-mail Address:

IRB Training (online training)
(copy of certificate to Director of Athletic Training Education):

Blood-borne Pathogens/Chemical Hygiene Training
(copy of certificates to Director of Athletic Training Education):

CPR Certification (copies to Clinical Coordinator and Director of Athletic Training Education):

Clinical Hours (estimated with site supervisor; copies to Director of Clinical Education):

Professional Liability Insurance (copies to Clinical Coordinator and Director of Athletic Training Education):

Résumé (to Director of Clinical Education & Director of Athletic Training Education):

Program of Study (signed by you and Director of Athletic Training Education):

Confidentiality Form (to Director of Clinical Education):

HIPAA Form for TU Athletic Training Room (to Director of Clinical Education):

HIPAA Form for Assistantship (to Director of Clinical Education):

Keep this form for your records and provide a copy to the Director of Clinical Education and program coordinator at the start of your first semester.