ATHLETIC TRAINING PROGRAM

Academic Policy and Procedure Manual
2013 - 2014
Boston University
College of Health and Rehabilitation Sciences: Sargent College
Department of Physical Therapy and Athletic Training
Athletic Training Program

Athletic Training Students:

The following academic and clinical policies and procedures reflect the requirements of the athletic training program. It is assumed that all persons enrolled in the athletic training program have read and accept these policies and procedures. These policies are in addition to those established by Boston University and the Boston University College of Health and Rehabilitation Sciences: Sargent College.

Please review this manual. Any updated information or additions will be provided as necessary.

Sincerely,

[Signature]

Sara D. Brown, MS, ATC
Director, Programs in Athletic Training

SCOPE OF THE ATHLETIC TRAINING PROGRAM ACADEMIC POLICY & PROCEDURE MANUAL

Information in this manual is not intended to be fully comprehensive. Students should also refer to policies or procedures that are found in: BU Sargent College Graduate or Boston University Undergraduate Bulletins, Academic Conduct Code, Mugar Library Guidelines for Preparation of Theses and Dissertations, Boston University or BU Sargent College websites.

While every effort is made to keep all of these sources accurate, up-to-date, and in agreement with one another, occasional discrepancies may occur and will be resolved by consultation with your Program Director.
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ATHLETIC TRAINING FACULTY ADVISORS

Sara Brown, MS, ATC  
Director, Programs in Athletic Training  
Room 527  
(617) 353-7507  
sara@bu.edu

Chad Clements, MS, ATC  
Coordinator of Clinical Education  
Room 546  
(617) 353-7570  
clemench@bu.edu

Mark Laursen, MS, ATC  
Clinical Associate Professor  
Room 532  
(617) 549-0198  
ramkl@bu.edu

Kathryn Webster, PhD, ATC  
Clinical Assistant Professor  
Room 547  
(617) 353-7497  
kwebster@bu.edu

Becky McClelland, MS, ATC  
Clinical Instructor  
(617) 353-2746  
bmcclell@bu.edu

DEPARTMENT SUPPORT STAFF

C. David Ramsey  
Assistant to the Chair  
Room 519  
(617) 353-2724  
cramsey@bu.edu

TBD  
Senior Program Coordinator  
Room 521  
(617) 353-2720

Terri Mellen  
Clinical Sites Coordinator  
Room 617A  
(617) 353-9731  
tmellen@bu.edu
1. **Welcome to Boston University College of Health & Rehabilitation Sciences: Sargent College**

### Mission of Boston University

Boston University is an international, comprehensive, private research university, committed to educating students to be reflective, resourceful individuals ready to live, adapt, and lead in an interconnected world. Boston University is committed to generating new knowledge to benefit society.

We remain dedicated to our founding principles: that higher education should be accessible to all and that research, scholarship, artistic creation, and professional practice should be conducted in the service of the wider community—local and international. These principles endure in the University’s insistence on the value of diversity, in its tradition and standards of excellence, and in its dynamic engagement with the City of Boston and the world.

Boston University comprises a remarkable range of undergraduate, graduate, and professional programs built on a strong foundation of the liberal arts and sciences. With the support and oversight of the Board of Trustees, the University, through our faculty, continually innovates in education and research to ensure that we meet the needs of students and an ever-changing world.

### Mission of BU Sargent College

The mission of Boston University College of Health and Rehabilitation Sciences: Sargent College is to advance, preserve, disseminate, and apply knowledge in the health and rehabilitation sciences. BU Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society.

### Introduction to BU Sargent College

Boston University College of Health and Rehabilitation Sciences: Sargent College became part of Boston University in 1929. It originally was founded as a School of Physical Training in Cambridge, Massachusetts by Dr. Dudley Allen Sargent in 1881. Dr. Sargent built an international reputation as an innovator in health promotion and physical conditioning. With the expansion of knowledge about health and the increase in complexity of society’s health care needs, BU Sargent College continuously improves our degree programs to meet the needs of future professionals in health fields.

### Academic Programs

Undergraduate programs include Athletic Training, Health Science, Health Studies (undergraduate portion of the Doctor of Physical Therapy program), Human Physiology (pre-med), Dietetics, Nutritional Science (pre-med), Speech, Language and Hearing Sciences, and Behavior & Health (undergraduate portion of the Occupational Therapy program). Graduate programs are offered in Applied Anatomy and Physiology, Nutrition, Audiology, Occupational Therapy, Physical Therapy, Rehabilitation Sciences and Speech-Language Pathology.
Massachusetts law and Boston University policy requires faculty and staff to accommodate students who are absent due to religious observance.

Massachusetts General Law Chapter 151C, Section 2B, states:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

The University implements this law as follows:
1. Students are permitted to be absent from class, including classes involving examinations, labs, excursions, and other special events, for purposes of religious observance. Class and other work shall be made up in consultation with the student’s instructors. All religious observances, within all religious traditions, are subject to this accommodation. A list of religious groups currently active on campus may be found at the Religious Life link on the University’s website.
2. When preparing syllabi, instructors should be mindful of major days of religious observance. Please refer to http://www.bu.edu/chapel/religion/.
3. It is recommended that instructors provide students with the dates and times for examinations and other major course obligations at the beginning of the semester or summer session and that students inform instructors of conflicts due to religious observance very early in the semester, so that accommodations can be made.
4. Once a student informs an instructor of a conflict due to religious observance, the instructor and student should seek to arrive at mutually acceptable alternative arrangements for class work and examinations. In general, the student must be given the opportunity to do appropriate make-up work that is equivalent to the original examination, assignment, or other academic exercise. This could be the same work with a different due date, or a substantially similar exercise at another time. Make-up examinations and work should be arranged so as to not create an unreasonable burden upon either the student or the instructor or school. To avoid misunderstandings, the agreed-upon arrangement should be put in writing. If, after discussion, the instructor and student cannot agree on an accommodation, the advice of the college Dean’s office should be sought.
5. Students or teachers who would like advice or counsel about religious observance may call or email the Dean of Marsh Chapel (Robert Alan Hill, 617-358-3394, rahill@bu.edu) or the Director of Marsh Chapel (Raymond Bouchard, 617-358-3390, dymphna@bu.edu) for help in the administration of this policy.
ATTENDANCE

Students are expected to attend each class session unless they have a valid reason for being absent. Students may be required at any time to account for undue irregularity in attendance. Any student who has been excessively absent from a course may be required to withdraw from that course without credit. Students who expect to be absent from class for more than 5 days should notify the dean promptly.

Students absent from classes more than 2 days for illness should be under a physician’s care. Students who are absent 5 days or more for illness should present to BU Student Health Services a certificate of fitness from their physician or be examined at BU Student Health Services.

SUSPENSION OR DISMISSAL

Boston University, through its various faculties and committees, reserves the discretionary right to suspend or dismiss any student from the University for failure to maintain a satisfactory academic record, acceptable personal behavior, or for other reasons of health, safety, or welfare of the University community. It is University policy that no progress can be made toward a degree during a period in which the student is suspended from the University for disciplinary reasons. Copies of Boston University’s Academic Conduct Code are available from the Office of the Dean of Students, East Tower, George Sherman Union, 775 Commonwealth Avenue, Boston, MA 02215

DISABILITY ACCOMMODATION

Boston University provides reasonable accommodations to eligible individuals with disabilities in conformance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. Requests for disability accommodations must be made in a timely fashion to the BU Office of Disability Services, 19 Deerfield Street, Boston, MA 02215; 617-353-3658 (Voice/TTY). Students seeking accommodations must submit appropriate medical documentation and comply with the policies and procedures of the BU Office of Disability Services.

LATIN HONORS

Calculation of Latin honors includes all semesters at Boston University:

- summa cum laude – top 5% of graduating class
- magna cum laude – next 10% of graduating class
- cum laude – next 15% of graduating class

3. BU SARGENT COLLEGE CORE POLICIES

PROFESSIONAL BEHAVIOR

BU Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society. This environment is made possible only through full participation of all members of the BU Sargent College community. A key expectation of this
community of scholars, educators, practitioners and students is the adherence to the highest standards of professional and ethical behavior.

Academic performance is one indicator of success for BU Sargent College students. Students are also expected to demonstrate professional behavior, to accept responsibility for their actions, and to expect the same from their peers. Professional behavior is expected across environments, whether the student is engaged in clinical practice, classroom instruction, peer or faculty interaction, research or laboratory activities. Students are expected to know and comply with the specified rules for each of their academic and clinical experiences.

Students are evaluated on professional behavior in addition to academic performance. Failure to meet the standards for professional behavior may result in dismissal from the program. The specific responsibilities of students are outlined in this manual. (adopted by SAR Faculty, 12/98)

**INTRA-UNIVERSITY TRANSFER**

Intra-university transfer applicants to BU Sargent College programs should make an appointment to speak with an academic counselor in the Academic Services Center (ASC).

**DEAN’S LIST**

Full-time students are named to the Dean’s List for excellence of scholarship upon achieving a grade point index of 3.5 in any one semester with no incomplete grades and at least 12 credits of letter grades; P/F grades are not considered.

**ENGLISH REQUIREMENT**

All BU Sargent College students are required to complete a college-level English composition course. Advanced placement units and/or exemption by SAT scores may not be used to meet this requirement.

**ACADEMIC PROBATION**

Any student whose grade point index is below a 1.7 will be placed on academic probation. Students placed on academic probation will be notified by the college. To remove probationary status, students must achieve a 1.7 GPI in the following semester. Any student who has two consecutive semesters of a GPI below a 1.7 will be academically dismissed from the college but they will be allowed a transitional semester as an undeclared student to raise their GPA to transfer to another college within the university or elsewhere. If, at the end of that semester, they are unable to successfully transfer, they will be dismissed from the university.

No student on probation may hold office in any college or university organization, participate in any intercollegiate event or program, including athletics, or otherwise represent the university or college. A student on probation is not excluded from membership in a student organization.

A student on probation may be ineligible to receive any financial aid from the university or college.
A letter is sent to each student informing him/her of academic probation status. A copy of this letter is sent to the faculty advisor, and it is recorded at the Registrar’s Office on the University Record System. Students on probation are encouraged to seek advice from their academic advisor and/or an academic counselor at the college.

**TERMINATION OF ENROLLMENT FOR ACADEMIC REASONS AND APPEAL PROCESS**

A student is not permitted two consecutive semesters of a GPI below a 1.7. Termination of matriculation within the college shall occur for any student at the end of the second semester of unsatisfactory work but a transitional semester will be granted as stated above. This decision can be appealed and a formal petition can be submitted to the BU Sargent College Academic Policies and Procedures Committee by contacting the ASC.

*Specific program policies may be more stringent than the College policy.*

**GRADUATION DEADLINES**

A graduation application must be submitted to the ASC by February 1 for May or September degree dates or by October 1 for January graduation. Students are responsible for the accuracy of their graduation applications. BU Sargent College baccalaureate degree requirements must be completed within 8 years of the initial date of matriculation at Boston University.

**POLICIES ON ACADEMIC DISHONESTY**

Boston University College of Health and Rehabilitation Sciences: Sargent College is committed to creating an intellectual community in which both faculty and students participate in the free and uncompromising pursuit of learning. This is possible only in an atmosphere of mutual trust where the discovery and communication of truth are marked by scrupulous, unqualified honesty. The college expects all students to adhere strictly to the accepted norms of intellectual honesty in their academic and clinical work. It is the responsibility of the student to abide by the BU Academic Conduct Code.

**4. WELCOME TO THE AT PROGRAM**

**DEPARTMENT OF PHYSICAL THERAPY AND ATHLETIC TRAINING**

**MISSION STATEMENT**

The mission of the Department of Physical Therapy and Athletic Training is to advance, disseminate, and apply knowledge in health and rehabilitation sciences. The department strives to develop critically thinking, innovative, and evidence-based professionals who engage in life-long learning and leadership in the areas of clinical practice, research, and community service.
ATHLETIC TRAINING PROGRAM
MISSION STATEMENT

The mission of the athletic training program is to prepare its students to function as critical thinkers in a changing society. Our students will develop supervisory, management, communication, and critical thinking skills to become effective team members, life-long learners, and advocates for patients, the public, and health care professionals.

This undergraduate program leads to a Bachelor of Science (BS) degree in athletic training. The program, approved by the National Athletic Trainers' Association in June, 1993, accredited by the Commission for Accreditation of Allied Health Education Programs in 1998 and re-accredited in 2004 and 2011, now holds accreditation from the Commission on Accreditation of Athletic Training Education. Completion of the program leads to eligibility to take the BOC certification examination and prepares students for employment as athletic trainers in all appropriate settings.

The athletic training program is based on a solid liberal arts and science education designed to foster development of human values, effective interpersonal skills, and a scientific foundation for the major area of study. The professional athletic training curriculum provides an effective blend of classroom instruction and clinical experience designed to prepare the student to practice as an athletic trainer.

EXPECTED STUDENT OUTCOMES

Graduates of the athletic training program from Boston University: Sargent College will:

1. Recognize the role of the athletic trainer as a health care provider within the larger context of the continually evolving health care system.
   a) Work in collaboration with other health care providers
   b) Communicate effectively with all those involved in health care of the patient, using appropriate oral and written syntax.
   c) Recognize when referral of a patient to another health care provider is warranted and facilitate that referral.

2. Incorporate ethical, moral and legal behavior into the practice of athletic training.
   a) Abide by relevant state practice regulation and the Standards of Practice established by the Board of Certification.
   b) Respect and treat the patient as an individual, without regard to race, color, gender, sexual orientation or religious affiliation.
   c) Acknowledge and respect the patient with regard to culture and socioeconomic status.

3. Maintain competence and strive for excellence in evidence-based clinical practice by:
   a) Participating in activities that promote life-long learning and professional development.
   b) Incorporating quality evidence from a variety of sources into practice.
   c) Incorporating tools that examine the quality of patient-care provided
   d) Recognizing unknown areas as problem-solving opportunities, engaging in thoughtful dialogue and critical analysis to solve the problem and justify the solution.
e) Demonstrating contemporary skill in the comprehensive examination, diagnosis, management and rehabilitation of patients with injuries.

f) Demonstrating contemporary skill in the comprehensive examination, diagnosis, management and treatment of patients with illnesses as they pertain to an active lifestyle.

g) Developing treatment plans that consider the whole patient with regard to culture, socioeconomic status and the impact of the condition on the patient’s life.

h) Tracking patient outcomes and using that information to improve patient care.

i) Identifying a learning plan for continual improvement in expertise as an athletic trainer.

4. Achieve 100% ultimate pass rate on the BOC exam.

5. Participate in activities that benefit the larger community without regard to personal gain.

6. Invest in and promote the profession of athletic training by:
   
a) Educating students, the public and healthcare providers.
   b) Advocating for changes in laws, regulations, standards and guidelines that affect athletic trainer service provision.

7. Effect change in the practice of athletic training by:
   
a) Formulating and answering clinical questions that relate to patient care.
   b) Disseminating information regarding best practices in athletic training.
   c) Participating in research.
   d) Identifying and assuming a role in the scholarship of athletic training.
   e) Assuming a leadership role in an area that impacts the practice of athletic training.

**ATHLETIC TRAINING EDUCATIONAL FACULTY OUTCOMES**

Faculty of the athletic training program from BU Sargent College will:

1. Maintain an ongoing commitment to evidence based practice in teaching, clinical practice, service and scholarship.
2. Disseminate at least one scholarly product to health care professionals every other year in a peer-reviewed format.
4. Assume a leadership role in an area that impacts the practice of athletic training.

**ACCREDITATION**

The AT program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Completion of the program leads to eligibility to take the Board of Certification examination.

CAATE
2201 Double Creek Drive – Suite 5006
Round Rock, TX 78664
(512) 733-9700
## 5. AT Program Curriculum and Requirements

### Program Curriculum

#### Freshman Fall

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<tr>
<th>Course #</th>
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<td>CAS CH 171</td>
<td>Life Sciences Chemistry I</td>
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<td>CAS MA 118 or CAS MA 121</td>
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<td>Writing Seminar</td>
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<td>Intro to Health &amp; Rehabilitation Professions</td>
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<td>Intro to Nutrition</td>
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<td>Elementary Physics I</td>
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<td>Athletic Training Practicum II</td>
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<td>SAR AT 355</td>
<td>Foundations of Athletic Training</td>
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<td>Exam &amp; Diagnosis of Orthopedic Conditions</td>
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<td>Gross Human Anatomy</td>
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<td>Clinical Athletic Training I</td>
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<td>SAR HP 531</td>
<td>Clinical Medicine I: Physical Agents</td>
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<td>SAR HS 342</td>
<td>Exercise Physiology</td>
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### Junior Spring

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<td>SAR AT 430</td>
<td>Orthopedic Rehabilitation</td>
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<td>Evidence Based Practice I</td>
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### Senior Fall

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<td>SAR HP 560</td>
<td>General Medicine Practicum</td>
<td>1</td>
<td></td>
<td>X</td>
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<tr>
<td>SAR HP 565</td>
<td>Biomechanics</td>
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<td></td>
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<tr>
<td>SAR AT 432</td>
<td>Organ. and Admin. of AT</td>
<td>2</td>
<td></td>
<td>X</td>
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</table>

### Senior Spring

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course title</th>
<th>Credits</th>
<th>Prerequisite (C- or above)</th>
<th>Professional (C or above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR AT 505</td>
<td>Clinical Athletic Training IV</td>
<td>4</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>SAR HP 353</td>
<td>Organization &amp; Delivery of Health Care in the U.S.</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVE REQUIREMENTS**

- 2 Social Science electives (8 credits)
- 1 Humanities elective (in addition to WR 100) (4 credits)
- 1 PDP (1 credit)
- Remaining credits (to acquire 128 minimum required) from general electives

**STUDY ABROAD**

With planning, athletic training students can study abroad. This is most easily accomplished by a summer study abroad program.

**PARTICIPATION IN INTERCOLLEGIATE ATHLETICS**

Students participating in intercollegiate athletics must consult the program director before enrolling in this major. Significant restrictions apply that may preclude or delay successful completion of the program by intercollegiate athletes. Participation in club and intramural activities provides a good alternative for some.

**COURSE SUBSTITUTIONS**

Program approval must be secured for any course requirement, repetition or substitution at Boston University or elsewhere. Credit may not be granted if such approval has not been received in advance. Course Equivalent Approval and Petition forms are available in the ASC.
In recognizing credit for transfer from other institutions, the college does not accept toward degree requirements any courses in which the student has received grades lower than C (undergraduate students) or B- (graduate students).

Any prerequisite courses (identified in the Program Curriculum section of this document) that are to be taken at another university must be pre-approved following the procedures prescribed by the ASC. A maximum of 8 credits of prerequisite courses may be taken outside of Boston University.

If a course transferred from outside the university is on a different credit system, the course content will be accepted as equivalent, but the credits cannot be converted to Boston University's 4-credit hour system (ie, 3-credit courses taken elsewhere will remain as 3 credits when transferred to Boston University). Additionally, for courses taken at colleges or universities structured on the quarter system, credits will be transferred with one quarter hour being equivalent to 0.6-credit hours (example: 4 quarter hours = 2.4 credit hours).

**While a 3-credit hour course will usually fulfill a 4-credit hour requirement, a 4-quarter hour course will only be accepted as fulfilling the requirement at the discretion of a student's advisor.**

**While credits taken at other institutions are recognized by Boston University, grades achieved at other institutions are not calculated into the overall GPA.**

**Advanced Placement (AP) credits**

AP credits or transfer credits from other colleges may be used toward elective courses (eg, humanities). After consulting with their advisor, students must petition PT/AT CAPP to waive BI 106, BI 211 and CH 172 with AP credits.

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**6. TRANSFER REQUIREMENTS**

Students may transfer into the athletic training program until the first semester of their junior year. Transfer by the completion of the freshman year is recommended for timely completion of the program. Transfer during or at the completion of the sophomore year may require additional time to complete the requirements. All athletic training courses must be completed at Boston University.

**GENERAL REQUIREMENTS FOR TRANSFER**

- A cumulative GPA of 2.0 (without rounding).
- No D grades in prerequisite courses.
- Verification of immunization status and completion of Verification of Health Status form. [Available on program Blackboard site.]
- Grades of C or better in all professional courses.
7. **Registration Procedures**

Prior to course registration, students meet with their academic advisor to review course selection and credit hours. Once the semester schedule is approved by the advisor, an advising code is given. This advising code allows students access to register for courses online at the Student Link.

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**COURSE ADJUSTMENTS**

Changes in a student’s course or section enrollment involve dropping and adding courses. A student should consult with his/her advisor prior to dropping or adding a course, except where the drop/add consists merely of a change in section within the same course. The course adjustment forms are available in the ASC. The instructor of the course must sign a Course Adjustment form for an addition, but need not when a student is dropping a course. Withdrawal and refund policies can be obtained from the ASC or at the University Registrar.

*A student’s financial assistance may be affected by the withdrawal from a course. Students should check the university policies regarding the credit hour requirement to continue receiving financial aid.*

**Important dates to observe**

1. After the first 2 weeks of classes no course may be added.
2. A course dropped during the first 5 weeks will not appear on the student’s permanent record and does not require the instructor’s approval.
3. A course dropped after the first 5 weeks will appear on the permanent record as a W (withdrawal). All courses must be dropped by the published date.
4. The final date to drop a course is 8 weeks prior to the last day of class.

Withdrawal and refund policies can be obtained from the ASC or at the University Registrar.

---

**AUDITING A COURSE**

Students are permitted to audit BU Sargent College courses only at the discretion and permission of the instructor. A student who audits a course does not earn credits or a grade. Audited courses do not count toward completion of degree requirements. *An auditor may not change his or her status after the fifth week of classes.*

Auditors must attend classes regularly, do assigned readings, and participate in discussions, but they are excused from exams. Auditors are subject to the full tuition and fees of the course. Required courses may not be audited.

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**COURSE OVERLOAD POLICY**

All seniors may take up to 20 credits at no extra charge. Other students, who have a 3.3 GPA or higher, may take up to 20 credits with written permission from their faculty advisor. Students who do
not have a 3.3 GPA are required to secure the permission of their faculty advisors and to pay the additional tuition, assessed at the part-time rate, for credits in excess of 18.

**PASS / FAIL POLICY**

All students wishing to take a course pass/fail, which is regularly a graded course, must petition the instructor within the first 2 weeks of the semester. The petition must be approved by the instructor and the student's academic advisor.

*No professional or prerequisite course may be taken as pass/fail.*

**MET Course Policy**

Most MET Courses with the same number, title, and description as their CAS counterparts are considered equivalent to CAS courses for the purposes of concentration or divisional studies credit. Other MET courses do not have CAS equivalents but offer unique academic content. Students are advised to have all MET courses approved as equivalent to CAS courses or appropriate for their degree programs by their faculty prior to registration.

**8. LEAVE OF ABSENCE / WITHDRAWAL POLICIES**

**Withdrawal from the Institution**

- Undergraduate students: obtain form from the University Service Center for approval and exit interview.
- Any matriculated student who is not registered for a semester and has not filed a LOA form is automatically withdrawn from the university.
- A student who voluntarily withdraws from BU Sargent College may apply for reinstatement to the program in which he/she wishes readmission at least 8 weeks prior to the beginning of the semester. The student and the university registrar are then notified as to whether the registration is approved.

**Leave of Absence**

- Students must complete forms from the ASC which must be signed by their faculty advisor.
- A student on a leave of absence must notify the ASC in writing at least 4 weeks prior to expiration of the leave whether or not he/she intends to return to the college.
- A leave of absence is allowable for up to 2 consecutive academic year semesters. Leaves of absence may be renewed upon written request by the student for a maximum of one additional year.
- If the student does not return to the degree program after 4 consecutive semesters, the student is considered withdrawn, and he/she must reapply for admission. This application will be evaluated along with those submitted by new applicants.
A student wishing to complete a semester of study at another university must receive departmental approval by way of petition, requesting a leave of absence, approval of coursework, and transfer of credits to Boston University. Credits will not be transferred until official transcripts have been received by the ASC.

A student may not apply for a leave of absence to avoid either probation or dismissal for academic reasons.

9. Academic Policies and Standards

Matriculation Requirements

Cumulative GPA
An overall GPA of 2.0 (without rounding) must be attained by the beginning of the junior year and maintained for graduation. Failure to attain an overall GPA of 2.0 by the beginning of the junior year will result in termination from the athletic training program.

Prerequisite Courses
A grade of C- or better must be achieved in all prerequisite courses, including BI 105, BI 106, CH 171, CH 172, PY 105 and PY 106. Up to 8 credits of prerequisite courses can be taken at institutions other than Boston University. See also Course Substitutions section.

AT Courses with Clinical Education Components
A letter grade will be given for the following courses with clinical education (CE) components: AT 304, AT 305, HP 560, AT 404, AT 405, AT 504, and AT 505. AT 205 is graded on a pass/fail basis. Each course with a CE component must be passed in sequence to continue on to the next one. The minimum required grade (for a non-pass/fail course) is a C. Students who get below a C (or fail a pass/fail course with CE) must retake the course the next time it is offered. This delay in sequence will postpone the graduation date.

Students are permitted to retake a course with CE components only once. Failure to achieve a grade of C or better in the repeated course will result in termination from the program.

Other Courses
Students can apply a grade of D in an elective course (not a prerequisite or professional course) toward the 128 credit undergraduate degree requirement. While there is no limit on this, the student must continue to maintain the required 2.0 GPA required at the beginning of the junior year to continue in the program.

Graduation Requirements and Procedures

A minimum grade of C in all professional courses, including BI 211, HS 201, HS 342, HS 369, AT 355, AT356, AT 432, HP 531, HP 532, AT 430, AT 431, AT 506, and HP 561. Professional courses may be retaken only once to meet the requirements.
• Satisfactory completion of all courses with clinical education components (AT 205, AT 304, AT 305, AT 404, AT 405, AT 504, AT 505 HP 560) as per the criteria indicated above.
• A cumulative GPA of 2.0 (without rounding).
• A minimum of 128 credits. BU Sargent College requires that a minimum of 48 credits be taken at Boston University to fulfill requirements for graduation. Individual programs may require more.

The University awards degrees three times each year: May, September and January. September and January graduation dates are always the 25th of each month, while the commencement day in May varies by academic year.

Students may participate in May graduation ceremonies without receiving their diploma if they are eligible to graduate by September or have completed all credited coursework required for the degree.

**Calculation of GPI Involving Unsatisfactory Grades**

The unacceptable grade shall appear on the student's permanent academic record and shall be included in the calculation of the grade point index (GPI) for that semester and cumulative GPA computed for graduation. No repetition or substitution of the course concerned can remove this grade from the permanent record.

If an acceptable grade is later achieved by repetition of the course or by substitution of a course at Boston University, the course grade is entered in the permanent academic record and is included in calculating the GPI for that semester in which the grade is earned. Subsequent calculations of the cumulative GPA shall be made including the acceptable grade.

If an acceptable grade is later achieved by repetition of a course, or by substitution of a course at another college or university, the course shall be entered on the permanent academic record but the grade will not be calculated into the GPI or the GPA.

**10. Grading Policies**

**Grade Changes**

Once officially recorded, grades may be changed only by the instructor through the filing of an official grade change form. Students have responsibility for checking with the instructor and with the University Registrar to be certain the grade change has been recorded. No grades can be changed once the student officially graduates.

**Incomplete Coursework**

No incomplete grades in CAS or SAR will be reported unless the instructor and the student have conferred, the student has presented a sufficient reason why the work of a course cannot be completed on schedule, and the instructor has assigned a date within the succeeding 12 months by
which time all course requirements must be completed. No degree credit for incomplete courses will be granted unless the work is completed by the date assigned, which must be no later than 1 calendar year of the date on which the incomplete date is reported.

Incomplete grades must be resolved prior to continuing with other courses in the professional program, including those with CE components.

*If coursework remains incomplete on the assigned date or 12 months after the I grade has been awarded, whichever comes first, the I grade will be changed automatically and permanently to an F grade.*

**DISPUTING A GRADE**

A student who questions the final grade in a Department of Physical Therapy and Athletic Training course must bring his/her concerns to the course instructor within 6 weeks of issuance of grade reports.

**GRADING SCALE**

The AT program follows the BU Sargent College grading policy outlined below:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>92.5 or above</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>89.5 - 92.4</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>86.5 - 89.4</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>82.5 - 86.4</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>79.5 - 82.4</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>76.5 - 79.4</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>72.5 - 76.4</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>69.5 - 72.4</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>59.5 - 69.4</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>59.4 or below</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

**11. EXAM POLICIES**

**MISSING EXAMINATIONS**

Students who are unable to attend an examination must provide the instructor with a valid reason for the absence PRIOR to the start of that exam. Acceptable reasons for absence may include illness, religious holiday, death in the family, natural disaster, or travel with a team. Documentation may be required. Failure to follow this procedure will result in a grade of zero for the missed exam.

Students must take immediate responsibility for arranging a make-up exam with the instructor. Make-up exams are not necessarily automatic, and are given at the discretion of the instructor. Failure to make acceptable arrangements within 1 week will result in a grade of zero for the missed exam. The format of the make-up exam is up to the instructor.
ILLNESS DURING EXAMS

Students who become ill during an exam must notify the instructor DURING the exam. Make up exams and alternate considerations for illness are given at the discretion of the instructor.

PRACTICAL EXAMS

All practical examinations in athletic training courses must be passed (as defined in the syllabus) in order to pass that course. A failed practical exam may be retaken once.

EXAM GRADE JUSTIFICATION

A student who wishes to question the accuracy or justification of an exam grade must do so within 2 weeks of receiving the grade. Requests received after that time need not be considered by the instructor.

FINAL EXAMINATIONS

Schedule
The examination schedule is determined by the Office of the University Registrar in accordance with the semester class schedule. Adjustments in the final examination schedule are made by the program through the ASC. Adjustments for individual students are made by the faculty member(s) if appropriate.

Policies
No student shall take more than 2 examinations per day during the examination period. In the event that a student is scheduled to take more than 2 examinations in 1 day, he/she will be allowed to reschedule one of the examinations to another examination day chosen in conjunction with the instructor, to be taken at a central, proctored location provided by the university.

No written examinations may be held outside the designated final exam period, with the exception of those courses that do not follow the usual university semester calendar.

12. EVALUATION OF ACADEMIC COMPONENTS

COURSE EVALUATIONS

The department requires that all department-taught courses be evaluated by students each semester. A computer-scored standard form is used. The Department of Physical Therapy and Athletic Training further requires that students be offered the opportunity to submit in writing additional comments on the course and instructor(s).

Course evaluations are used by instructors to improve both their own teaching skills and the design and implementation of their courses. The evaluations are further used by the department and
college to assess the instructor's performance for such issues as contract renewal, merit, promotion, and tenure.

**Procedures for Course Evaluations**

Course evaluations will be conducted within the last 2 regularly scheduled meeting times for the class.

All course evaluations, including any written comments submitted by the class will be collected (either written or on-line) and delivered to the program coordinator for the Department of Physical Therapy and Athletic Training. Faculty will receive evaluations only after final grades for the semester have been submitted.

### 13. STUDENT ADVISING

**ACADEMIC ADVISOR**

Students are assigned to an AT program faculty member for assistance and advice throughout their academic careers. Students who feel that a different advisor will improve their advising situation may ask the program director or department chair for a change.

Faculty advisor responsibilities are to:

- Be available by appointment and during office hours.
- Provide professional and academic guidance.
- Advise students of available university counseling services if they need that assistance.
- Meet with advisees at each registration period to approve courses selected by each student.
- Advise students regarding petition processes.
- Advise and assist students interested in the study abroad program.

**ACADEMIC SERVICES CENTER (ASC)**

To supplement student advising through the appropriate departmental faculty, the BU Sargent College Academic Services Center (ASC) offers advising concerned with university academic and registration processes, general program and degree requirements, transfer within the college, university, or to other institutions, and accuracy of the individual student's academic record.

**EDUCATIONAL RESOURCE CENTER (ERC)**

This center offers students a variety of seminars on studying and test-taking, as well as individual coursework tutoring. The student can either be self-referred or referred by the advisor for services.
Any student seeking variance from a program or department policy or procedure may obtain a petition form from the ASC. The petition form should be completed and discussed with your academic advisor. The petition should include, when necessary, a written letter describing the reasons the student believes a variance in policy is indicated in his/her case. The petition should also provide documented evidence in support of the petition if necessary. The student must submit the petition to the chair of the Department of Physical Therapy and Athletic Training Committee on Academic Policy and Procedure (PT/AT CAPP). The chair of the Committee will inform the student of the decision. If the issue remains unresolved or the student believes he/she has not received due process, the student may appeal the decision to BU Sargent College’s Committee on Academic Policy and Procedure (SAR/CAPP).

The purpose of the SAR/CAPP is to assure that the standards set by the college at large and academic policies set by the faculty of individual programs are consistently applied in a non-prejudicial and non-discriminatory manner.

Therefore, SAR/CAPP will consider petitions that involve academic standards and policies if students have pertinent additional information not previously presented; if there are extenuating circumstances that justify deviation from, or exception to, stated rules; or if students feel that the departmental committee or a faculty member has not dealt with them in a fair manner.

Petitions to SAR/CAPP to reconsider academic or disciplinary actions against a student must be submitted for such consideration no later than 2 weeks after the student has been notified of the departmental action. SAR/CAPP will inform the student of the scheduled hearing date. The student will be requested to submit all pertinent materials to the committee in advance of the hearing. The student has the right to present his/her case in person if so desired. The committee may request the attendance of other individuals who may speak to the issue(s) under consideration. A verbatim transcript of the hearing may be requested by the committee and/or student and will be made available to the student upon request. The student must make this request in writing at least 48 hours before the meeting time. The student will be notified of the committee's decision in writing within 5 days after the hearing.

If the student is not satisfied with the decision of SAR/CAPP, the student may petition the dean of the college for reconsideration.

All academic conduct and standards cases are subject to the review and final determination, including determination of sanction, by the provost of Boston University or his or her designated representative.

Matters relating to a course taken by a student in a school or college other than the one in which the student is enrolled are subject to the determination of the school or college in which the course is
offered. Disciplinary or academic actions against a BU Sargent College student by other segments of
the university will be reviewed by the dean of BU Sargent College. Any student terminated from a
program within BU Sargent College for disciplinary reasons is automatically terminated from the
college.

Students may petition SAR/CAPP to consider non-academic issues such as charges of discrimination
or sexual harassment by faculty, staff or students. Students are urged to seek redress within the
appropriate department(s) whenever possible, but SAR/CAPP will hear unresolved issues, or those
which might cross departmental lines. As in all cases, due process as described by the Boston
University Code of Student Responsibilities will be followed.

15. Required Verifications: Technical Guidelines, Immunization, Communicable Disease Policy, Tuberculosis Status

Accreditation requirements necessitate that students in the AT and AT/DPT programs verify the
following:

(1) ability to meet the program’s technical guidelines (available on the program Blackboard site and
on the Sargent College website.)

These technical guidelines are necessary for full participation in the curriculum and it is expected
that students will function independently, which generally means, without the aid of an intermediary,
to achieve proficiency in all curricular areas. Applicants and students should review the technical
guidelines for the AT program carefully. A student who has a disability may request reasonable
accommodations. Students who feel they may require accommodations in order to complete the
curriculum due to a disability must work with the BU Office of Disability Services
(http://www.bu.edu/disability/ ) to discuss possible accommodations.

(2) immunization status consistent with university requirements;

(3) that they have read and understand the program’s communicable disease policy;

(4) that they have accessed and understand their program’s policy and procedure manual.

Students must also annually get screened for tuberculosis.

The processes for these verifications are provided to each student upon entering the program.

16. Additional Costs Associated with the Program

We make every attempt to minimize extraneous costs associated with the program. Students are,
however, responsible for the following additional expenses:

- Emergency Cardiac Care certification (renewal required annually) Initial certification is
  part of AT 205: Athletic Training Practicum I at no cost. Recertification courses are
  offered annually through the AT program.
- **Hepatitis B vaccination**: Required by MA state law.
- **Clothing**: Students are given several shirts. Additional sports medicine clothing may be purchased from Athletic Training Services at cost. Students must have khaki (tan or black) pants/shorts to wear during their clinical experiences.
- **Transportation**: Some off-campus affiliations are associated with travel costs, which may include public transportation costs or the need for access to a car. Access to a car broadens clinical education opportunities.
- **Annual Tuberculosis test** (Mantoux or other verification) if required by site.

  - Additional costs, including housing and meals, may be associated with clinical education experiences that occur over the summer or over the winter break.

## 17. Program Communication and Work-Study Opportunities

### Program Communication

We require that each student have an electronic mail account and assume that accounts (@bu.edu) are checked daily.

Also, students should visit the Athletic Training Program Blackboard site once each week. Among other things, this site stores documents (such as this one) for easy access.

### Work-Study Opportunities

Work-study positions are available both through the Athletic Training Services and the Department of Physical Therapy and Athletic Training. Interested and qualified students should apply for these positions in March of the preceding academic year. (See the Director of Athletic Training Services for the Athletic Training Services positions and the Department of Physical Therapy and Athletic Training Assistant to the Chair for positions in the educational program.) These jobs are primarily clerical in nature and are open to all qualified students.

## 18. Scholarships & Awards

### Professional Association Scholarships

The NATA, EATA and ATOM provide undergraduate and post-graduate scholarships to deserving individuals. NATA membership is required for eligibility for these awards. Please see your advisor for further information.

Past BU Winners
- Allison Moyes (NATA undergraduate scholarship)
- Sharon Sharpe (NATA graduate scholarship)
- Meg Murai (NATA undergraduate scholarship)
- Benjamin Turshen (EATA scholarship)
• Kate (McLellan) Kenworthy (NATA graduate scholarship)
• Kate McLellan (NATA undergraduate scholarship)
• Sara Burnham (EATA scholarship)
• Kristen Sangrey (NATA scholarship)

ANTHONY A. SCHEPSIS & DAVID W. ZIMMER AWARD

This award was established in 1994 to honor exemplary performance as an athletic training student.

| 2012-13          | Natalie Morales, Jackie Bayer |
| 2011-12          | Antigone Matsakis             |
| 2010-11          | Emily Alano                  |
| 2009-10          | Stacey Hardin                |
| 2008-09          | Kristina Califano            |
| 2007-08          | Jamie Phelps                 |
| 2006-07          | Mariel Yakuboff              |
| 2005-06          | Luke Ross                    |
| 2004-05          | Kate Perlsweig               |
| 2003-04          | Rachel Schneiderman          |
| 2002-03          | Lindsay Strickland           |
| 2001-02          | Aileen Chang                 |
| 2000-01          | Sean Hanrahan                |
| 1999-00          | Marc Norcross                |
| 1998-99          | Jeff Breese                  |
| 1997-98          | Kim Katz                     |
| 1996-97          | Sara Burnham                 |
| 1995-96          | Roseanne Ashooh              |
| 1994-95          | Dominic Julian               |
| 1993-94          | Allison Gray                 |

19. CLINICAL EDUCATION

The athletic training clinical experience is your chance to apply your classroom-founded knowledge. To get the most out of the experience, you need to ask questions (at an appropriate time) and work at understanding why something works rather than just knowing that it does. You will be assigned to a variety of preceptors through the program and will gain experience with male and female athletes and equipment intensive activities. We have developed relationships with preceptors at the following clinical sites:

- Boston University
- Bentley College
- Harvard University
- Boston College
- Dana Hall Academy
- Mt. Ida College
- Tufts University
- Thayer Academy
- Boston Public Schools
- Pine Manor College
- Massachusetts Institute of Technology
- Milton Academy
- Cambridge Rindge & Latin
- Buckingham, Browne & Nichols
- Brookline High School
- Chelsea High School
- Emerson College
- Northeastern University

Access to a car is necessary if you are assigned to some of the above off-campus sites. Many are accessible via public transportation.

The philosophy of the program is to provide students with a quality, personalized clinical experience that will prepare the student to effectively practice as an athletic trainer.
STUDENT EXPERIENCE

The initial course with a CE component is in the second semester of your freshman year (AT 205). AT 205 is designed to expose you to the roles of the athletic trainer and the structure of the program. You will spend two to four hours weekly in the athletic training facility. During this course, you will become certified in Emergency Cardiac Care (ECC) at the professional rescuer level.

The sophomore courses with CE components (AT 304/305) are designed to coordinate with the concurrent AT 355 and AT 356 and require a minimum of 8 hours a week in the athletic training room. Experiences occur over the course of the semester.

Class time is scheduled throughout the semester (for all courses with CE) for instruction on new material, competency assessment, and CE debriefs. The courses with CE in the junior and senior years (AT 404/405 & AT 504/505) include intensive, hands-on coverage that is increasingly more independent and assimilative. Juniors and seniors average approximately 12 hours weekly in their clinical experience. If at any time during a semester the time commitment for your clinical experience is too great and is negatively affecting your academics, consult with your preceptor to arrange a new schedule.

Juniors and seniors get a week off during their clinical experience each semester. At the beginning of each clinical experience, sit down with your clinical instructor and determine what week this will be. You may want this week to coordinate with a particularly demanding academic period.

Throughout the clinical education experience, juniors and seniors are assigned to learn with a preceptor for a designated period of time. Preceptor assignments are based on several factors, including your level, your perceived strengths and needs for improvement (as determined by the staff and faculty), and the need to provide you with a well-rounded experience. Although we cannot always accommodate specific preferences, if there is an experience you prefer, you should discuss this with the program faculty. We will also solicit your preferences.

Supervision is inherent in our clinical education model. Supervision means that your preceptor is immediately accessible at the venue where you are. Supervised travel is included in coverage in the later stages of experience. Travel with a team is non-compulsory.

You may be offered the opportunity to continue or begin your clinical experience when school is not in session (eg, pre-season, winter break, spring break). Again, participation in this experience is non-compulsory. We encourage students to engage in at least one pre-season experience.

The Professional Behaviors Assessment (PBA) and Clinical Proficiency and Skill Development (CPSD) items have been developed to identify the expectations of students at varying levels of experience. The PBA identifies those less-tangible behaviors that are critical to your development as a professional. The CPSD is a concrete description of the skill sets for which you need to demonstrate mastery during the experience. At the beginning of each experience, you and your preceptor should establish a plan for you to review and master the skill sets identified in the CPSD.
Professional Behavior in Clinical Education

Not adhering to the policies set forth in this manual, the Code of Student Conduct and the BOC Standards of Practice may be cause for failure of that semester’s course. If your behavior is identified as being in non-compliance, you will be informed about the areas of deficiency. For some behaviors, within a one-week period following this meeting, you must submit a written proposal of steps to be taken to solve the problem(s), a time frame for resolution, and the penalty associated with continued deficiency. Following approval of the plan and implementation time by the involved athletic trainers, you will start this probationary period. At the end of this period, a re-evaluation will occur. Other behaviors, such as those that compromise safe patient care or confidentiality, may necessitate immediate removal from the clinical experience and subsequent course failure or referral to SAR CAPP. Students may appeal these decisions, as described in the appeal process.

Documentation of Hours

Documentation of hours spent in clinical education is not required for eligibility for the BOC certification exam. However, we require this to ensure that course requirements are met. Each week, document your hours and a brief summary of activities for the week. Hours spent traveling with a team should not be included in your weekly tally.

Communicable and Infectious Disease Policy

If you are sick and suspect that the disease may be communicable, you may not engage in patient care. Please call your clinical instructor to discuss your situation. You must annually have your tuberculosis status assessed.

Patient Confidentiality/Health Insurance Portability and Accountability Act (HIPAA) [Revised January 2011]

HIPAA provides those receiving health care with the right to control the manner in which sensitive personal information is used and to whom it is disclosed. To ensure compliance with this act, BU Sargent College has the policy of requiring all students engaged in clinical education to undergo training. All students are required to complete this training, which is available on our ongoing Blackboard site, prior to beginning their clinical experience.

During clinical education experiences, students will have access to patients’ confidential personal and medical records. Students shall only access patient information as necessary for the purposes of direct patient care and/or when specifically directed to do so by their clinical instructor for the purposes of clinical education. Abuse of this access will result in immediate expulsion from the AT program.

Criminal Background Checks

All athletic training students are required to receive a criminal background check, or CORI (Criminal Offender Record Information) check, before participating in the clinical education experience. History of a criminal background may disqualify students from participating in these experiences which are
required for successful completion of the degree program. Specific procedures will be dictated by the clinical site and will be facilitated by the Coordinator of Clinical Education.

**POTENTIAL RISKS**

Participation in the clinical experience exposes you to potential risks from the athletic environment (e.g., dugout, bench, sidelines). Because of your close proximity to the action of the sport and the duties associated with your educational experience, you are at risk for being injured. Some of the risky situations you may encounter include but are not limited to:

- being struck by a flying object (ball, puck, bat, stick, shot-put),
- colliding with participating athletes,
- contacting harmful chemicals (bleach, Virex, etc.),
- contacting blood or other bodily fluids, and/or
- falling/slipping on playing surface.

Steps you can take to minimize these risks and protect yourself from harm will be discussed both in the classroom and by your preceptor at the beginning of each experience. An awareness of situations that are potentially harmful is crucial in this process.

### 20. EMERGENCY CARDIAC CARE CERTIFICATION

Everyone completes an Emergency Cardiac Care (ECC) course as a requirement for AT 205. Everyone is also required to maintain current ECC certification when engaged in any subsequent clinical experience. The course must include: adult, pediatric and infant CPR, airway obstruction management, 2-rescuer CPR, AED use, use of barrier devices, and use of ventilation bags. Initial certification is part of AT 205: Athletic Training Practicum I. A record of certification is maintained by the coordinator of clinical education. Notify him when you renew your ECC certification. It is your responsibility to be sure that your certification is renewed annually.

You may not participate in clinical experiences without current ECC certification. We require that each student renew ECC certification annually, regardless of the duration of certification provided by the course.

### 21. FACILITY CONTRACTS

When affiliating within the BU system, a formal contract does not need to be signed. A contract is required, however, for all other affiliations. The contract is available from the coordinator of clinical education in its entirety; a summary of the contract is provided here:

The University will

1. Select only students who have completed all prerequisites for clinical education.
2. Inform the Facility about the clinical education goals and objectives and evaluation forms.
3. Inform the Facility of the level of training of the student.
4. Cover the student with Student Professional Liability Insurance while participating in a University-sanctioned curricular activity.
5. Coordinate the clinical experience with academic aspects of the educational program.
6. Notify the Facility immediately in the event of a cancellation or change in student assignment.
7. Withdraw the student if progress, achievement or adjustment does not justify continuation.

The Facility will
1. Provide a supervised program of clinical education compatible with the goals and objectives of the University.
2. Submit names, resumes and professional credentials of all clinical supervisors, and information regarding the Facility.
3. Orient the student regarding policies and procedures of the facility.
4. Utilize an infectious disease policy that conforms to the most recent CDC recommendations for health-care settings.
5. Retain full responsibility for care and welfare of clients/patients.
6. Determine the number of students to be accepted and inform the University of any changes in staffing or service that might affect these numbers.
7. Evaluate the student and inform the University of the student's abilities.
8. Suspend or request withdrawal of any student whose performance is detrimental.
9. Permit inspection of its facilities, records, or other items that pertain to the student program.
10. Maintain a comprehensive general liability policy for all staff.

The Student will
1. Respect and guard the confidentiality of information regarding clients/patients.
2. Adhere to the policies and procedures of the University and Facility.
3. Be under the Facility's supervision and control.
4. Provide appropriate uniforms when necessary.
5. Arrange transportation when necessary.
6. Obtain meals and housing when not arranged by the Facility.
7. Provide to the Facility evidence of a physical examination and other medical tests, if required.
8. Provide to the Facility evidence of health insurance, if required.
9. Obtain prior written permission from the University and the Facility before publishing any material relating to the clinical experience.
10. Obtain medical care at own expense as needed.

22. Evaluation of Clinical Experience

Evaluation of your clinical performance

In addition to your regular clinical experience, you and your preceptor will meet at least 3 times during the experience for review of your clinical abilities and experience.
The purpose of the initial meeting is for you to set your goals for the experience, identify your perceived areas of weakness and strength, and discuss any specifics related to your preceptor. The mid-semester evaluation should be used to: 1) determine which CPSD skill sets you've mastered and a plan for finishing the rest, 2) identify areas of strength and weakness as derived from this particular clinical experience, and 3) get and give suggestions on how to improve your current experience. The final assessment occurs at the end of the semester. The scores used for your grade come from this final assessment. You will be given a copy of each assessment, which you should keep in your notebook.

**EVALUATION OF CLINICAL EDUCATION AND PRECEPTORS**

Program evaluation is ongoing and formative. Each semester, time will be scheduled in the courses with CE components to discuss events, issues, concerns, and solutions to any problems. A record will be kept of these meetings.

At the end of each clinical experience, you will be asked to provide a written evaluation of that experience and preceptor. Completion of this evaluation is required for completion of your associated course.

**23. GENERAL ATHLETIC TRAINING CLINICAL EXPERIENCE GUIDELINES**

**WHAT TO WEAR**

- Acceptable Attire:
  - Daily – athletic training shirt, **tucked in**; khaki or black pants or shorts that are not frayed or torn or hanging on the ground or too short; hair pulled back; clean-shaven unless mustache and/or beard is established; shoes that you can run in (exceptions below).
  - Events - khaki shorts/pants for outside events; basketball - functional business casual; ice hockey, outdoor events and track - uniforms.
  - Travel - If the coach requests that the team dress up, you should dress professionally unless you will be handling dirty or heavy equipment.

- Name tag
- Watch with a second hand

**WHAT NOT TO WEAR**

- Unacceptable Attire (you'll be asked to go change, so please adhere to below):
  - drawstring sweat suits
  - jeans
  - dangling jewelry (should have no danger of catching or causing injury)
  - long fingernails (must be suitable for manual therapy)
  - tank tops
  - high heels
  - sandals (of any type)
  - tongue and lip jewelry (may interfere with ECC)
  - fake fingernails (associated with disease transmission)
24. **EXPOSURE CONTROL PROCEDURES**

As a health care professional you are at risk for exposure to infectious diseases that are borne by blood and other bodily fluids. Following OSHA guidelines, these regulations are designed to protect those who might come in contact with another's bodily fluids and should be followed throughout your clinical experience.

Blood borne pathogens (BBP) training occurs annually prior to the beginning of your clinical experience. All students are required to take the course as it is presented on the Blackboard site. Passing a quiz (also available on-line) is required.

**STANDARD PRECAUTIONS**

1. *Wash your hands or use antibacterial hand sanitizer before and after giving direct care* to a patient. If hands are contaminated with blood or other bodily fluids, hand washing is required.
2. *Wear gloves* if there is any contact or chance of contact with blood, body fluids, mucous membranes or non-intact skin. Wash hands or use antibacterial hand sanitizer immediately after gloves are removed.
3. *Take care to prevent injury from needles, scalpels or other sharp instruments.* Disposable syringes, needles, scalpel blades, and other sharp instruments should be placed in puncture-proof containers for disposal. Do not recap, break or crush these items.
4. *Tables used for care of patients in which there is contact with blood or bodily fluids should immediately be washed with an appropriate disinfectant.* Whirlpools should be cleaned and disinfected daily.
5. *Obtain a portable pack and wear it.* The pack should include gloves, gauze and a Laerdle mask.
6. If you think you have been exposed to a blood borne pathogen (BBP), immediately report the incident to the designated individual to initiate the appropriate medical care.