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INTRODUCTION

Welcome to the University of Northern Iowa Athletic Training Program. This handbook has been designed to assist you in becoming a successful athletic training student. The purpose of this handbook is to inform you of the policies and procedures of our program. Our program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). With this accreditation comes a sense of pride and excellence. It is my goal to be one of the best and most effective athletic training programs in the United States. In order to accomplish this, the faculty, staff, preceptors, and athletic training students must all work together in order to achieve such a goal. I strongly suggest that you read this handbook several times each year. By reading this handbook you will continue to be familiar with the roles and responsibilities that you have as an athletic training student, as well as decrease the chance of violating the policies and procedures. Once you have read and understood this information, please sign the Policy and Procedure Commitment Form, available in ATrack.

Once again, welcome to the UNI Athletic Training Program.

Sincerely,

Kelli R. Snyder

Kelli R. Snyder, EdD, ATC, LAT
University of Northern Iowa
Entry-Level Athletic Training Program Director

*Please note that policies and procedures are subject to change at any time.*
UNIVERSITY OF NORTHERN IOWA MISSION STATEMENT

The University of Northern Iowa at Cedar Falls is recognized as having a mission of sufficient scope to enable it to be a distinguished arts and sciences university with an outstanding teacher education program. It provides leadership in the development of programs for the preservice and in-service preparation of teachers and other educational personnel for schools, colleges, and universities. The institution offers undergraduate and graduate programs and degrees in the liberal and practical arts and sciences, including selected areas of technology. It offers preprofessional programs and conducts research and extension programs to strengthen the educational, social, cultural, and economic development of Iowa and the larger community.

Evolution from a state college to a university entailed a broadening of offerings, development of more specialized undergraduate and graduate programs, and greater emphasis on research and public professional services.

COLLEGE OF EDUCATION MISSION STATEMENT

As a premier professional college of education, the University of Northern Iowa’s College of Education believes that the preparation of professionals for school and community settings is a moral imperative – the future of our nation depends on the success of this effort. Our efforts support teaching, research, and service in the following ways:

1. the College exists to prepare educational and human service professionals for a variety of direct service and human leadership roles in the school and community settings;
2. faculty member in the College conduct applied and basic research in the areas of teaching and learning, human performance, human health promotion, human growth and development, and education policy, and;
3. the College provides service on local, state, regional, national, and international levels.

By doing so, the College of Education effectively serves the profession by assuming leadership roles for the improvement of education and human services.

SCHOOL OF HEALTH, PHYSICAL EDUCATION, and LEISURE SERVICES MISSION STATEMENT

The mission of the School of Health, Physical Education and Leisure Services is as diverse as the academic disciplines and related professions, which comprise it. Underlying each of the professions and providing a common thread for the School's mission is a commitment to the enhancement of individual well being through promotion of physical, mental, and social development (wellness). The mission of the School is to provide programs and leadership within each of its disciplines and in wellness to which all the School's disciplines contribute.

The School strongly endorses the liberal arts core as an essential ingredient in undergraduate education. The School primarily contributes to the liberal arts core by cooperatively devoting the efforts of each of its disciplines to the education of students toward the pursuit of positive lifestyles. The liberal arts coursework provided by the School is devoted to developing in students the knowledge on which to base sound decisions about lifestyle, the skills necessary for the implementation of those decisions, and an awareness of the resources and services available to facilitate the pursuit of a healthy lifestyle. The School provides leadership in professional
preparation through the undergraduate and graduate education of pre-service and in-service personnel in health education and health promotion, in human movement and physical education, in athletic training, and in recreation and leisure services. The School supports service programs for the University community, the residents of Iowa and the nation in general which facilitate the pursuit of an active and healthy lifestyle. Finally, the School conducts research and outreach programs to strengthen the educational, social, cultural, and economic environment of Iowa and the larger community.

The primary focus of the School is toward the students of the University. In order to maintain vital programs, the School must remain aware of the diverse and changing nature of that population. Additionally, the mission of the School includes the education of professionals who will serve both in the school and non-school settings, as well as a commitment to service to the community beyond the scope of the University. Therefore, academic and scholarly efforts must reflect an understanding of the diverse and changing nature of society as a whole. The School subscribes to the tripartite mission of the University. Therefore, it recognizes and fosters the interdependent nature of excellence in teaching and research, the mutually supportive functions of teaching and service, and the complementary nature of research and service. Service to the University and greater community is a natural outgrowth of the academic functions of the School.

UNI ATHLETIC TRAINING PROGRAM MISSION, OUTCOMES, & OBJECTIVES

MISSION STATEMENT
The mission of the University of Northern Iowa Athletic Training Program is to prepare students to become BOC certified athletic trainers and to obtain employment that will allow them to make significant contributions as a health care professional. The curriculum will include didactic and clinical experiences that will focus on the Athletic Training Educational Competencies and Clinical Integration Proficiencies.

PROGRAM OUTCOMES
Outcome I. Students will use effective communication skills.
   Objective 1.1: Demonstrate professional verbal and written communication skills.
   Objective 1.2: Demonstrate ability to use contemporary technology to communicate with various populations.
   Objective 1.3: Use medical terminology which allows intelligent interdisciplinary interactions and collaboration with clinicians across the health care spectrum.

Outcome II. Students will possess professional attributes and behaviors.
   Objective 2.1: Demonstrate knowledge of ethical and legal standards in the health care profession.
   Objective 2.2: Acknowledge the importance of professional membership and participation at the local, state, district, and national levels.
   Objective 2.3: Understand and abide by state and national practice acts and the regulation of athletic training.
   Objective 2.4: Appreciate the importance of advocating for the profession of athletic training.
Outcome III. Students will possess entry-level athletic training skills and knowledge.

Objective 3.1: Possess problem-solving and critical thinking skills that will enable students to effectively identify, treat and rehabilitate various pathologies.
Objective 3.2: Demonstrate competence throughout the educational content areas as delineated by the NATA Educational Competencies.
Objective 3.3: Demonstrate competence of the Clinical Integration Proficiencies as delineated by the NATA Educational Competencies.
Objective 3.4: Understands importance of patient-centered, whole-person care.

Outcome IV. Students will employ evidence based decision-making to guide their clinical practice.

Objective 4.1: Develop relevant and applicable clinical questions.
Objective 4.2: Access, appraise, and apply current literature.
Objective 4.3: Have the ability to measure, assess, and modify course of treatment based upon patient and clinical outcomes.

Outcome V. Students will have the ability to succeed in diverse environments.

Objective 5.1: Experience diverse clinical settings and patient populations that will prepare students for current employment trends.
Objective 5.2: Develop culturally competent and appropriate communication and interaction skills.

Outcome VI. Students will be prepared to be health care professionals.

Objective 6.1: Pass the Board of Certification Exam.
Objective 6.2: Obtain employment or admission into graduate school.
Objective 6.3: Prepared to apply skills and knowledge in clinical practice.
Objective 6.4: Prepared/ready to transition to productive and effective clinical practice.

ACCREDITATION STATUS
The University of Northern Iowa’s Athletic Training Program was accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on October 19, 2001 through July 1, 2006. Effective July 1, 2006, existing CAAHEP accredited programs were transitioned into the new accrediting agency, or the Commission on Accreditation of Athletic Training Education (CAATE). Therefore, the UNI AT Program is now accredited by the CAATE as of July 1, 2006. The Program will undergo re-accreditation procedures in the 2015-2016 academic year.

PERSONNEL & RESPONSIBILITIES
The Athletic Training Program consists of administration, faculty athletic trainers, preceptors, team physicians, consulting medical specialists and graduate assistants.

Director of the School of Health, Physical Education & Leisure Services
The director of the school of HPELS directly oversees the development and evaluation of the Athletic Training Program. The Director also evaluates the Chair of the Division, Program Director, as well as all other athletic training faculty.
**Chair, Division of Athletic Training**
The chair of the Division of Athletic Training is responsible for overseeing all of the athletic training programs at the University of Northern Iowa. The chair of the Division of Athletic Training reports to the Director of the School of HPELS.

**Director of Athletic Training Services**
The Director of Athletic Training Services is responsible for overseeing all of the athletic training services at the University of Northern Iowa. The Director of Athletic Training Services reports to the Chair of the Division of Athletic Training.

**Entry-Level Athletic Training Program Director**
The Entry-Level Athletic Training Program Director is responsible for the day to day operation, coordination, supervision, and evaluation of all aspects of the Entry-Level Athletic Training Program. The program director reports to the Chair of the Division of Athletic Training.

**Entry-Level Athletic Training Clinical Education Coordinator**
The clinical experience coordinator is responsible for the administration and management of the clinical education and clinical experience components of the entry-level athletic training program. The clinical education coordinator reports directly to the Chair of the Division of Athletic Training.

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

**Athletic Training Faculty**
The athletic training faculty members are employed by the school of HPELS and teach within the AT Program. The faculty assists the program director in the day to day operation of the program.

**Supporting Faculty**
The supporting athletic training faculty are those professors that teach Anatomy and Physiology, Physiology of Exercise, and Sports Nutrition. The supporting faculty work closely with the AT Program director to assure that the proper competencies are taught in each course.

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

**Preceptors**
Preceptors are health care professionals who have completed the University of Northern Iowa AT Program Preceptor workshop and are an appropriately credentialed health care professional. These individuals are qualified to supervise clinical instruction during the clinical experience.
courses within our curriculum and can also supervise the athletic training students during their clinical experiences. The preceptors who supervise athletic training students during their clinical experience rotations will be responsible for evaluating the Athletic Training Clinical Integration Proficiencies. These should be assessed in real-time as often as possible. Although the clinical experience preceptors are not formally responsible for evaluating the students’ competencies, they may do so if deemed appropriate and necessary. The proper documentation will be provided to the preceptor should this need arise.

**Medical Director(s)**
The medical director(s) advises the athletic training program director in the education of athletic training students. He/she is directly involved in the athletic training student’s education by frequently interacting with the students through guest lectures, surgical observations, practice and game attendance, as well as through other means.

**Consulting Medical Specialists**
The UNI Athletic Training Program utilizes a vast amount of consulting medical specialists for the education of athletic training students. The medical specialists will be utilized in the education of athletic training students through guest lecturing, clinical education, surgical observations and general medical experiences.

**Division of Athletic Training Secretary**
The Division of Athletic Training Secretary assists faculty and staff with the daily operations of the entry-level and post-professional athletic training programs, and those of athletic training services. The secretary also oversees the athletic training webpage and reports to the Chair of the Division of Athletic Training.

**Graduate Assistants**
The graduate assistants are certified athletic trainers. These assistants work under the direct supervision of the Director of Athletic Training Services. The graduate assistants are considered staff and work as preceptors within the AT Program.

**Athletic Training Students (ATS’s)**
Athletic training students are those students whom have been accepted into the AT Program and are majoring in Athletic Training.

**Directed Observation Students**
Directed observation students are prospective athletic training students who have not been accepted into the AT Program. However, these students must undergo OSHA or blood borne pathogens training prior to observing UNI or affiliated athletic trainers or athletic training students. When athletic training skills are being observed, these students must be included in the student to preceptor ratio.
## ATHLETIC TRAINING FACULTY AND STAFF

### CONTACT INFORMATION

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003 HPC  
Cedar Falls, IA 50614-0244  
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# Athletic Training Student Projected Expenses
## Class of 2019

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Cost</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer tuition 2015 (5 credits)</td>
<td>~1,600*</td>
<td>Contact financial aid office for assistance</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>$15</td>
<td>At time of application to AT Program</td>
</tr>
<tr>
<td>Clothing and supplies</td>
<td>Starts at $50**</td>
<td>Summer 2015#</td>
</tr>
<tr>
<td>NATA Membership</td>
<td>$80</td>
<td>Spring 2015#; Annually</td>
</tr>
<tr>
<td>Professional Liability Insurance Policy</td>
<td>$38/year</td>
<td>Fall of each year</td>
</tr>
<tr>
<td>Immunizations, as necessary</td>
<td>Varies based on students’ medical care professional/insurance</td>
<td>As necessary</td>
</tr>
<tr>
<td>Fall/spring tuition and fees</td>
<td>$7,749*</td>
<td>Annually</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Varies based on course requirements</td>
<td>Each semester</td>
</tr>
<tr>
<td>Transportation to clinical experience</td>
<td>Varies based on locations, fuel cost, and carpooling</td>
<td>Each semester</td>
</tr>
<tr>
<td>UNISATO membership</td>
<td>$20/year^</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>BOC examination</td>
<td>$335+</td>
<td>Spring 2018</td>
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<tr>
<td>UNI Graduation Fee</td>
<td>$40+</td>
<td>Spring 2018</td>
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</tbody>
</table>

*Based on 2014-2015 Iowa resident tuition and fees. Contact the financial aid office for more detailed information.

**Will increase depending on what student wishes to purchase.

^Strongly recommended, but not required.

*Based on 2015 fees.

# - Will determine due dates at a later date.
ADMISSION REQUIREMENTS & PROCEDURES
Application Requirements:

- Students must have completed or be enrolled in AT 1010 (Introduction to Athletic Training), or the equivalent, before applying into the program.

- Students must have completed 30 hours of observation of a certified athletic trainer. At least 10 hours must be completed with a UNI AT preceptor.
  - If they observed an AT who is a preceptor of the UNI athletic training program, then students should use the “Prospective Student” log sheet.
  - If they observed an AT who is not a preceptor of the UNI athletic training program, then students should use the “Verification of Supervision Form.”

- Students must submit three (3) letters of recommendation using the Survey Monkey link provided by the program director.

- Students must have a minimum cumulative grade point average of 2.5 or submit a current grade report from each class in which they are currently enrolled. If they are not currently enrolled in any university or college classes, then a current grade report is not required.

- Students who are completing their first semester of college, or their first semester at a 4-year institution, at the time of application must submit a mid-term grade report.

- Students must verify that they meet the Technical Standards of the UNI Athletic Training Program by submitting the signed Technical Standards form with their application materials.

- Students must verify completion of the following training:
  - OSHA/Bloodborne pathogens
  - CPR (must be professional course, not lay person)
  - First Aid

- Students must submit a criminal background check from their state of residence
  - Iowa website: https://iowacriminalhistory.iowa.gov/default.aspx

- An essay stating why they want to be an athletic trainer, their career goals, and the attributes they possess that will make them a successful student and athletic trainer.
Instructions & Scoring System:

Written Essay
Format
a. Title page should include: title of essay, name, student ID #
b. Second page should be the beginning of the essay
c. Type-written, 8 1/2” X 11”, with 1” margins
d. Maximum of two double spaced pages
e. The essay should include the following: statement of why he/she wants to be an athletic trainer, career goals, and the attributes he/she possesses that will make him/her successful in life and in the field of athletic training.
f. Essay should be stapled together

Interviews
Applicants with completed applications will be offered an interview. Candidates will be contacted during the month of February. A committee of 3-5 faculty, staff, and students will interview each candidate. The interview will last approximately ten minutes and will include:
• Introductions
• Questions from interviewers
• Questions from the applicant

Scoring System
Each applicant will be given a score for the following items:

1. Introduction to Athletic Training grade at the time of the interview.
   • A=4, B=3, C=2, D=1, F=0 (+.5 for “+” grades; B+ = 3.5)
2. Cumulative GPA
   • Points of GPA x 2 (example 3.3 GPA gets 6.6 points)
3. Letters of Reference
   • Average of three committee members scores, (0-5 points)
4. Content of Essay
   • Average of three committee members (0-5 points)
5. Interview Impressions
   • Average of five interviewers (0-5 points)
6. *Student learning objectives
   • One point if all objectives are completed (0-1 point)

*These items are not required.

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

**Petition Procedures:**

1. The transfer student must submit in writing their request for accepting previous coursework and/or clinical experiences. Included in this document should be the following:
   a. Indicate if the current institution from which the student is transferring offers an accredited athletic training program.
      i. If the student’s current institution offers an accredited program, the student should indicate their status in that program.
      ii. If the current institution offers an accredited program, indicate the name and contact information of the program director.
   b. Name of course, credit hours, professor, institution offered, and name of the UNI course it will be substituting.
   c. A notarized copy of the Verification of Supervision form for all previous clinical experiences. (See Appendix 1)
   d. A copy of published course descriptions of all courses.
   e. A detailed copy of a course syllabus, for all courses, or a letter from the instructor describing in complete detail what the course taught.

**Course Acceptance Procedures:**

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

2. The committee will then compare the said course to the UNI course and determine if they are comparable. The following criteria will be evaluated:
   a. Credit hours
   b. Content
   c. Laboratory experiences

3. If the course does not have comparable credit hours, content, and/or laboratory experiences the course will not be substituted for the UNI course and the student will follow the normal athletic training curricular plan.

4. If the course has comparable criterion to the UNI course the student will then be placed within the curricular plan where appropriate.

**Clinical Experience Acceptance Procedures:**

1. The committee will review each of the Verification of Supervision forms.
2. The committee will then compare the said clinical experience to the UNI clinical experience and determine if they are comparable. The following criteria will be evaluated:
   a. Assignment
   b. Responsibilities
   c. Clinical setting
   d. Type of supervision

3. If the clinical experience/course does not have comparable assignments, responsibilities, clinical settings or supervision, the clinical experience will not be substituted for the UNI clinical experience and the student will follow the normal athletic training clinical experience rotation plan.

4. If the clinical experience has comparable criterion to the UNI clinical experience the student will then be placed within the curricular plan where appropriate.

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

ACCEPTANCE PROCEDURES FOR ALL APPLICANTS:

Notification of admission status: Applicants will receive a letter indicating their status no later than the fourth week in March. Accepted students will have 30 days to complete the following:

- Each student must send a letter of acceptance to the athletic training program director accepting a position within the program.
- Each student must have a hepatitis B vaccination before beginning clinical experience or sign the hepatitis B waiver form.
- Each student must become a member of the NATA.
ATHLETIC TRAINING PROGRAM RETENTION POLICY
Once accepted into the Athletic Training Program, students must achieve each of the following in order to maintain his/her status as an athletic training student. Any student who fails to meet any of the following requirements is subject to disciplinary action and potential expulsion from the UNI Athletic Training Program.

- Each student must be enrolled in the athletic training program for at least two years.
- Each student must maintain current Professional CPR and AED certifications.
- Each student must attend the College of Education OSHA Training once each year.
- Each student must attend Mandatory Child Abuse Reporter Training during the fall of the first year in the program, unless the student has documentation of previous training.
- Each student must maintain current NATA membership.
- Each student must maintain a professional liability insurance policy.
- Each student must maintain a 2.5 cumulative GPA and a 2.75 major GPA.
- Each student must earn a minimum grade of C+ and/or 77% in all athletic training core courses.
- Each first year student must complete an average of 10 hours of supervised athletic training experience each week (minimum hours/week = 5; maximum hours/week = 15).
- Each second year student must complete an average of 15 hours of supervised athletic training experience each week (minimum hours/week = 8; maximum hours/week = 20).
- Each third year student must complete an average of 20 hours of supervised athletic training experience each week (minimum hours/week = 12; maximum hours/week = 30).
- Each student must pass all skill competencies with 95% proficiency.
- Each student must pass all Clinical Integration Proficiencies.
- Each student must receive passing clinical experience evaluations.
- Each student must complete a general medical experience.
- Each student must observe at least one surgical procedure.
- Each student must complete the athletic training major.
- Each student must complete the exit interview.
The Athletic Training Program at the University of Northern Iowa is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge and skill competencies, and clinical integration proficiencies, of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program’s technical standards does not guarantee a student’s eligibility for the BOC certification exam.

Candidates for selection to the Athletic Training Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to safely, efficiently, and accurately perform the appropriate physical skills required for delivering essential professional duties using accepted techniques. These duties include but are not limited to: emergency and life-saving techniques (CPR, AED, splinting, heat illness care, etc.), injury and general health examinations; the use of equipment and materials during the assessment and treatment of patients.
3. The ability to communicate effectively, sensitively, and appropriately with patients, colleagues, and other necessary individuals (i.e. administrators, coaches, parents), including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the athletic training program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.
Candidates for selection to the athletic training program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations*, they can meet the standards.

*Students who are requesting reasonable accommodations should contact The University of Northern Iowa Office of Student Disability Services (SDS). SDS will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then SDS will confer with the Athletic Training Program to determine whether it agrees that the student can meet the technical standards; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize student/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with or without reasonable accommodations. If I require reasonable accommodations, I will contact the University of Northern Iowa Office of Student Disability Services (SDS) to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program or may be required to leave the program if already admitted.

________________________________  ____________
Signature of Applicant    Date

________________________________  ____________
Signature of Witness     Date
**ATHLETIC TRAINING PROGRAM CURRICULAR OUTLINE (Class of 2018)**

**Students interested in the 2-year plan of study must contact the AT Program Director.**

**Pre-Professional Course (2 credit hours)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title (Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 1010</td>
<td>Introduction to Athletic Training (2 hrs)</td>
</tr>
</tbody>
</table>

**Professional Courses (52-58 credit hours)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title (Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 3000</td>
<td>Athletic Training Clinical Integration (6 – 12)</td>
</tr>
<tr>
<td>AT 3011</td>
<td>Clinical Skills in Athletic Training (1)</td>
</tr>
<tr>
<td>AT 3020</td>
<td>Clinical Anatomy (3)</td>
</tr>
<tr>
<td>AT 3030</td>
<td>Acute Care in Athletic Training (2)</td>
</tr>
<tr>
<td>AT 3040</td>
<td>Orthopedic Injury Assessment I (3)</td>
</tr>
<tr>
<td>AT 3050</td>
<td>Orthopedic Injury Assessment II (3)</td>
</tr>
<tr>
<td>AT 3060</td>
<td>Athletic Training Administration and Professional Development (3)</td>
</tr>
<tr>
<td>AT 3070</td>
<td>Therapeutic Interventions I (3)</td>
</tr>
<tr>
<td>AT 3080</td>
<td>Therapeutic Interventions II (3)</td>
</tr>
<tr>
<td>AT 3110</td>
<td>Psychological Considerations for Athletic Injuries and Rehabilitation (2)</td>
</tr>
<tr>
<td>AT 3120</td>
<td>Clinical Decision Making in Athletic Training and Orthopedic Pathology I (3)</td>
</tr>
<tr>
<td>AT 3125</td>
<td>Clinical Decision Making in Athletic Training and Orthopedic Pathology II (3)</td>
</tr>
<tr>
<td>AT 3130</td>
<td>General Medical Conditions (3)</td>
</tr>
<tr>
<td>AT 3186</td>
<td>Gross Anatomy (2-3) (elective)</td>
</tr>
<tr>
<td>AT 4140</td>
<td>Current Trends (2) (elective)</td>
</tr>
<tr>
<td>AT 4150</td>
<td>Athletic Training Seminar (2) (elective)</td>
</tr>
<tr>
<td>PEMES 3151</td>
<td>Introductory Biomechanics (3) (elective)</td>
</tr>
<tr>
<td>PEMES 3153</td>
<td>Physiology of Exercise (3)</td>
</tr>
<tr>
<td>PEMES 3157</td>
<td>Sports Nutrition (3)</td>
</tr>
<tr>
<td>BIOL 3101</td>
<td>Anatomy &amp; Physiology I (4)</td>
</tr>
<tr>
<td>BIOL 3102</td>
<td>Anatomy &amp; Physiology II (4)</td>
</tr>
</tbody>
</table>
### AT 1010. Introduction to Athletic Training -- 2 hrs.
Introduction to the field of athletic training with emphasis on the history of the National Athletic Training Association, certification guidelines, policies and procedures, risk management, roles and responsibilities of athletic trainers, and common illnesses and injuries. (Spring)

### AT 3000. Athletic Training Clinical Integration -- 6-12 hrs.
Entry-level educational experiences in athletic training knowledge and skills including: 1) skill competencies tied to athletic training coursework, 2) clinical experience, 3) completion of clinical integration proficiencies, and 4) comprehensive learning. This course is to be taken over five semesters and will include a clinical experience during each semester. (May be repeated for maximum of 13 hours for undergraduate students; 10 credits for masters' students.) Prerequisite(s): acceptance into the athletic training program. (Fall and Spring)

### AT 3011. Clinical Skills in Athletic Training -- 1 hr.
Didactic and psychomotor skills instruction with practical examinations covering the material necessary to begin the athletic training clinical experience (AT 3000 Clinical Integration). Prerequisite(s): admission to the athletic training program. (Summer)

### AT 3020. Clinical Anatomy -- 3 hrs.
Clinical anatomy of the human body which includes palpation, range of motion assessment, neurological testing, and structure identification and function. Prerequisite(s): AT 1010; admission into the athletic training program. (Summer)

### AT 3030. Acute Care in Athletic Training -- 2 hrs.
The theory, ethics, components, indications, and psychomotor skills of emergency care in athletic training. Prerequisite(s): AT 1010; (Fall)

### AT 3040. Orthopedic Injury Assessment I -- 3 hrs.
Enter-level recognition and evaluation of athletic injuries and conditions occurring to the lower extremities, torso, axial skeleton, and head. Prerequisite(s): AT 3060. (Fall)

### AT 3050. Orthopedic Injury Assessment II -- 3 hrs.
Enter-level recognition and evaluation of athletic injuries and conditions occurring to the lower extremities, upper extremities, axial skeleton, face, and head. Prerequisite(s): AT 1010; admission into the athletic training program. (Spring)

### AT 3060. Athletic Training Administration and Professional Development -- 3 hrs.
Enter-level theoretical and practical study of organization, administration, and professional development and responsibility in the field of athletic training. Prerequisite(s): AT 1010; admission into the athletic training program. (Fall)

### AT 3070. Therapeutic Interventions I -- 3 hrs.
Enter-level study of the effects, advantages, disadvantages, indications, contraindications, precautions, and the application parameters of therapeutic interventions of the physically active. Prerequisite(s): AT 3020; AT 3070; admission into athletic training program. Corequisite(s): AT 3000. (Fall)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 3080</td>
<td>Therapeutic Interventions II -- 3 hrs.</td>
<td>Entry-level study of the effects, advantages, disadvantages, indications, contraindications, precautions, and the application parameters of therapeutic interventions of the physically active. Prerequisite(s): AT 3020; AT 3070; (Spring)</td>
<td></td>
</tr>
<tr>
<td>AT 3110</td>
<td>Psychological Considerations for Athletic Injuries and Rehabilitation -- 2 hrs.</td>
<td>Understanding of psychological considerations associated with athletic injury including athletic training scope of practice, recognition/intervention, motivation, and common conditions. Prerequisite(s) or corequisite(s): AT 3080. (Variable)</td>
<td></td>
</tr>
<tr>
<td>AT 3120</td>
<td>Clinical Decision Making in Athletic Training and Orthopedic Pathology -- 6 hrs.</td>
<td>Entry-level study of the pathology of orthopedic injuries and conditions that are commonly seen by certified athletic trainers and the process of making clinical decisions based on an understanding of evidence based athletic training relative to the type and severity of injury. Clinical decisions specific to orthopedic injury include: immediate care, recognition, diagnostic criteria, referral, and prognosis. Students can repeat for 6 credits. Prerequisite(s): AT 3020. (Fall and Spring)</td>
<td></td>
</tr>
<tr>
<td>AT 3130</td>
<td>General Medical Conditions -- 3 hrs.</td>
<td>Study of general medical conditions and disabilities commonly seen by certified athletic trainers. Prerequisite(s): AT 3060; junior standing. (Fall)</td>
<td></td>
</tr>
<tr>
<td>AT 4140</td>
<td>Current Trends in Athletic Training -- 2 hrs. (elective)</td>
<td>Discussion of current topics and trends in the clinical practice and professional development of athletic training. Prerequisite(s): AT 3060. (Fall)</td>
<td></td>
</tr>
<tr>
<td>AT 4150</td>
<td>Athletic Training Seminar -- 2 hrs. (elective)</td>
<td>Resume writing, interviewing, and a comprehensive review of the athletic training educational competencies. Prerequisite(s): AT 3060; senior standing. (Spring)</td>
<td></td>
</tr>
</tbody>
</table>
**CURRICULAR PLAN:**
The sequence below outlines the coursework for students that are applying to the program their first year in college. This sequence should be followed unless otherwise instructed by the Athletic Training Program Director.

*Denotes courses that may not be available in the suggested semester. These courses are taught in other departments and can be taken earlier or later in the curriculum.*

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education or Electives</td>
<td>15.0</td>
</tr>
<tr>
<td></td>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AT 1010</td>
<td>Introduction to Athletic Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Education or Electives</td>
</tr>
</tbody>
</table>

|               | **Summer** |         |
|               | AT 1086 | Studies in Athletic Training: Introduction to Athletic Training Terminology | 1.0    |
|               | AT 3020 | Clinical Anatomy | 3.0    |
|               | AT 3011 | Clinical Skills in Athletic Training | 1.0    |

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 3101</td>
<td>Anatomy and Physiology I*</td>
<td>4.0</td>
</tr>
<tr>
<td>AT 3030</td>
<td>Acute Care in Athletic Training</td>
<td>2.0</td>
</tr>
<tr>
<td>AT 3040</td>
<td>Orthopedic Injury Assessment I</td>
<td>3.0</td>
</tr>
<tr>
<td>AT 3000</td>
<td>Athletic Training Clinical Integration</td>
<td>3.0</td>
</tr>
<tr>
<td>AT 3120</td>
<td>Clinical Decision Making and Athletic Training and Orthopedic Pathology I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

|               | **Spring Semester** |         |
|               | BIOL 3102 | Anatomy and Physiology II* | 4.0    |
|               | AT 3125 | Clinical Decision Making and Athletic Training and Orthopedic Pathology II | 3.0    |
|               | AT 3050 | Orthopedic Injury Assessment II | 3.0    |
|               | AT 3000 | Athletic Training Clinical Integration | 2.0    |
|               |         | General Education or Electives | 3.0    |

<table>
<thead>
<tr>
<th>Junior Year</th>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 3060</td>
<td>Athletic Training Administration and Professional Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PEMES 3153</td>
<td>Physiology of Exercise*</td>
<td>3.0</td>
</tr>
<tr>
<td>AT 3070</td>
<td>Therapeutic Interventions I</td>
<td>3.0</td>
</tr>
<tr>
<td>AT 3000</td>
<td>Athletic Training Clinical Integration</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>General Education or Electives</td>
<td>3.0</td>
</tr>
</tbody>
</table>

|               | **Spring Semester** |         |
|               | PEMES 3157 | Sports Nutrition* | 3.0    |
AT 3080  Therapeutic Interventions II  3.0
AT 3110  Psychological Considerations for Athletic Injuries and Rehabilitation  2.0
AT 3130  Athletic Training General Medical Conditions  3.0
AT 3000  Athletic Training Clinical Integration  2.0
          General Education or Electives  2.0

Senior Year  Fall Semester  Credits
PEMES 3151  Introductory Biomechanics* (elective)  3.0
AT 3000  Athletic Training Clinical Integration  2.0
AT 4140  Current Trends in Athletic Training (elective)  2.0
AT 3186  Gross Anatomy (elective)  3.0
AT 6289  Advanced Rehabilitation (elective)  2.0
          General Education or Electives  2.0

Spring Semester  Credits
AT 3000  Athletic Training Clinical Integration  2.0
AT 4150  Athletic Training Seminar (elective)  2.0
AT 3186  Gross Anatomy (elective)  3
          General Education or Electives  7.0

TWO-YEAR ACADEMIC PLAN OPTION:
In some cases, a student may opt to complete the AT Program in two years rather than three. Students wishing to pursue this option must schedule a meeting with the AT Program Director. This option is not guaranteed to any student and must be approved by the AT Program Director.

CLINICAL EDUCATION

CLINICAL INTEGRATION

Clinical Integration in Athletic Training
The Clinical Integration course (AT 3000) provides comprehensive experiences in athletic training education. The course provides for the opportunity to complete a required clinical experience, contained in a class, over at least four semesters. Although knowledge and skill competencies will be assessed, the content will focus on clinical integration proficiencies (decision making and skill application). Prerequisite: Admission to Athletic Training Program.

Specific objectives of the Clinical Integration course are directly related to the mastery and application of the competencies and clinical integration proficiencies assigned to each Clinical Integration section. Content will focus on the course competencies and clinical integration proficiencies that are initially learned in the classroom and laboratory setting. Whereas students have previously demonstrated competence in the classroom and laboratory, they will be required to demonstrate practical application of their knowledge and skills (clinical proficiency) in Clinical
Integration. The specific competencies and clinical integration proficiencies are linked to each course that is listed in the competency matrix. To provide evidence, students will establish/maintain portfolios, develop proper medical documentation and record keeping skills, and be provided opportunities for general medical experience and orthopedic surgery observation. The former “Clinical Experience” (lab) courses (including Orthopedic Injury Assessment I, Orthopedic Injury Assessment II, Acute Care, Therapeutic Interventions I, and Therapeutic Interventions II) will be integrated into Clinical Integration (AT 3000).

EDUCATIONAL SKILL COMPETENCY ASSESSMENTS:
All skill competencies will be assessed in practical examinations. Students must successfully pass each skill competency exam with 95% proficiency before implementing those skills in clinical experience under the supervision of a preceptor.

EDUCATIONAL SKILL COMPETENCY VERIFICATION:
Once the student has successfully passed a skill competency with 95% proficiency, the instructor will verify the skill exam to indicate that the student passed with 95% proficiency in ATrack. The preceptor will verify the confirmation of the student’s proficiency in ATrack. The student is then able to perform those skills during their clinical experience under the direct supervision of their preceptor. Course points may be deducted if the proficiency is not verified by the preceptor by the assigned date.

STUDENTS’ RESPONSIBILITIES:
The athletic training student is responsible for the following with regards to the clinical education courses and the clinical competencies/proficiencies:

1. Utilize the time in class to practice the educational skill competencies and clinical integration proficiencies and receive direct feedback from the instructor.
2. Pass designated skill competencies and clinical integration proficiencies.
3. Provide his/her preceptor with weekly updates regarding skill competency and clinical integration proficiency progress.
4. Utilize the skills in clinical experience, once he/she is 95% proficient.

INSTRUCTOR’S RESPONSIBILITIES:
All of the following are the responsibilities of the instructor:

1. Teach all of the designated athletic training educational skill competencies and clinical integration proficiencies correctly.
2. Allow the athletic training students time to practice the skill competencies and clinical integration proficiencies.
3. Give helpful and positive feedback to the athletic training students while they practice and learn the skill competencies and clinical integration proficiencies.
4. Use a variety of instructional strategies when teaching the skill competencies and clinical integration proficiencies.
5. Correctly evaluate the athletic training students on all of their skill competencies and clinical integration proficiencies.
6. Accurately document student grades and proficiency assessment.
7. Maintain current certification as a preceptor.
CLINICAL EXPERIENCE

ROTATIONS:
Students must complete a clinical experience requirement each semester in the program. The purpose of each clinical experience is to provide the students the opportunity to informally and kinesthetically apply what they have learned in the classroom. During the clinical experience, the only skill competencies that students may practice are those that they have successfully completed with 95% or greater proficiency.

Descriptions of the clinical experience requirement according to year in the program (1, 2, or 3) are provided below. Clinical experience hours will be documented using ATrack. All students will be provided the opportunity to have a clinical experience with a variety of populations, including, but not limited to “individual and team sports; sports requiring protective equipment (e.g., helmet and shoulder pads); patients of different sexes; non-sport patient populations (e.g., outpatient clinic, emergency room, primary care office, industrial, performing arts, military); a variety of conditions other than orthopedics (e.g., primary care, internal medicine, dermatology)” (CAATE Standards for Professional Programs, 2012). Each student must complete each clinical experience requirement in order to successfully complete the Clinical Integration courses. The grade earned in each Clinical Integration course will be partially based upon the grade received in clinical experiences as determined by the clinical experience preceptor.

First Year Students:
The first year athletic training students will rotate through four seven/eight-week clinical rotations on or off-campus which include, but are not limited to, the following: UNI sports, Cedar Falls High School, Hudson High School, Waterloo East High School, Waterloo West High School, Columbus High School, Waverly-Shell Rock High School, Aplington-Parkersburg High School, Don Bosco High School, Waterloo Blackhaws. First year students should obtain 10 hours of clinical experience each week (minimum hours/week = 5; maximum hours/week = 15).

Second Year Students:
The second year students will rotate through four seven/eight-week clinical rotations on or off-campus which include, but are not limited to, the following: UNI sports, Cedar Falls High School, Hudson High School, Waterloo East High School, Waterloo West High School, Columbus High School, Waverly-Shell Rock High School, Aplington-Parkersburg High School, Don Bosco High School, Waterloo Blackhaws, Cedar Valley Medical Specialists PT, Athletico PT, Agape PT, Summit Chiropractic and PT, XL Sports Acceleration, and UNI Strength & Conditioning. Second year students should obtain 15 hours of clinical experience a week (minimum hours/week = 8; maximum hours/week = 20).

Third Year Students:
The third year students will have one rotation, either on or off campus (Clinical Experience sites listed above). Third year students should obtain 20 hours of clinical experience each week (minimum hours/week = 12; maximum hours/week = 30).

*If an AT student will not be able to achieve the minimum number of hours in a week, or if he/she chooses to volunteer over the maximum hours in a week, he/she must obtain approval from an AT
Program administrator. Disciplinary action may ensue for achieving less than the minimum or greater than the maximum requirements without approval.

*All students must have at least one day off of clinical experience per seven day period.

*Students cannot be provided monetary remuneration for any clinical education experience.

**CLINICAL INTEGRATION PROFICIENCIES:**
At the beginning of each semester, students will be assigned to complete specific Clinical Integration Proficiencies (CIPs) during their clinical experience rotations. Completion of each CIP must be documented using the Clinical Integration Proficiency Verification Form. The students are responsible for completing, and submitting via ATrack, a CIP form for each required CIP by the end of the semester. All CIP forms must be submitted, even if the student does not receive a passing grade. However, the student must continue to attempt the CIP until a passing grade is received. It is highly recommended that CIPs are assessed in real-time whenever possible. Students may complete CIPs outside of those assigned as long as they have been assessed proficient in all skills associated with that CIP. Completion of all required CIPs will be incorporated into Clinical Integration course requirements.

**GENERAL MEDICAL EXPERIENCES:**
As part of the Clinical Integration course requirements, all final year students will complete 16 hours of general medical experience. These experiences will be included as part of their clinical experience and should therefore be considered in the weekly hour total. As per CAATE Standards, general medical experiences allow students opportunity to interact with non-sport patient populations (e.g., outpatient clinic, emergency room, primary care office, industrial, performing arts, military); and a variety of conditions other than orthopedics (e.g., primary care, internal medicine, dermatology). The general medical rotations will be non-orthopedic or rehabilitative in nature. They will take place in various family practice facilities, hospital emergency rooms, and community health clinics where the majority of cases seen are general medicine or acute physical ailments. General medical conditions rotations include, but are not limited to, the following: Cedar Falls Primary Care, Covenant Medical Center Emergency Room, Northeast Iowa Medical Education Foundation/FM Residency, Allen Emergency Room, Peoples Community Health Clinic, Noah Student Health Clinic, and Sartori Memorial Hospital Emergency Room.

**DOCUMENTING TIME AT GENERAL MEDICAL EXPERIENCES:**
Each student is responsible for logging his or her individual hours at their General Medical rotation. Using the “UNI Athletic Training Program General Medical Experience Log Sheet” (see Appendix 8) the student should indicate the date, time in, time out, hours, total hours, location, and have the Allied Health Care Professional who they observed sign it. The log sheet needs to be turned in to the Program Director at the conclusion of the experience. Additionally, the General Medical Experience Evaluation forms must be turned in upon completion of the experience. All special circumstances should be discussed with the clinical education coordinator before the deadline.

**SURGICAL OBSERVATIONS:**
Each student will be required to observe at least one surgery during their time in the UNI AT Program. This can take place at any time, but if not completed and documented by the senior year, the student will be required to observe a surgery prior to graduation.
PROFESSIONAL EXPLORATION ROTATION:

Each second year athletic training student will be assigned to one Professional Exploration Rotation in which they may choose what they would like to pursue for a minimum of 3 weeks during that assigned 7-8 week rotation. During this rotation students will have the option to:

1. Partake in the Strength & Conditioning &/or XL Sports Acceleration rotation
2. Seek other educational experiences
3. Combine options 1 and 2.

Students choosing options 2 or 3 must submit a proposal three weeks** prior to the commencement of the rotation for up to three ‘other’ experiences. The proposal form will outline the details of the rotation. A separate proposal must be submitted for each potential experience. These experiences will be completely student driven. Students will be responsible for making all contacts necessary to organize the experience. The program director and clinical experience coordinator must approve all proposals. Upon approval of the proposal(s), a contract will be established which will outline every experience the student will be partaking in. Details of the rotation will be outlined through the proposal and contract with the program director, clinical experience coordinator, and athletic training student. If the contract is not upheld by the student, disciplinary action will ensue.

Although students are encouraged to log their hours during the Professional Exploration Rotation, students will not be able to submit their hours through ATrack for any experiences with allied health care professionals that are not UNI preceptors. If a student chooses to partake in only the S&C/XL rotation (option 1), the student must notify the clinical experience coordinator, but a proposal and contract will not be necessary. Students partaking in their Professional Exploration Rotation will not be required to submit any evaluations at the conclusion of the rotation.

DOCUMENTING CLINICAL EXPERIENCES:
Each student is responsible for logging his or her individual hours of clinical experience using ATrack. Students must log their hours within 6 days. All special circumstances should be discussed with the clinical education coordinator before the deadline.

DOCUMENTING INTERACTIONS WITH OTHER HEALTH CARE PROFESSIONALS:
Each student is responsible for logging his or her interaction with any other Health Care / Medical Professional other than their preceptor during their clinical experience rotation using the Preceptor Evaluation Form in ATrack.

PRECEPTOR RESPONSIBILITIES:
A preceptor must function to:
1. Provide an active, stimulating environment appropriate for the learning needs of the student(s).
2. Directly supervise the athletic training student(s) at all times.
3. Provide instruction and opportunities for the student(s) to develop clinical integration proficiencies, communication skills, and clinical decision-making during actual patient/client care.
4. Provide assessment of athletic training students’ clinical integration proficiencies (CIP’s), communication skills, and clinical decision-making during actual patient/client care.
5. Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.
PRECEPTOR REQUIREMENTS:
1. A preceptor must demonstrate understanding of and compliance with the program’s policies and procedures.
2. A preceptor must provide the UNI AT Program with a current affiliation agreement.
3. A preceptor must be credentialed by the state in a health care profession.
   a. A preceptor must provide the UNI AT Program with all current certification and licensure documentation.
4. A preceptor must not be currently enrolled in the professional athletic training program at the institution.
5. A preceptor must receive planned and ongoing education from the program designed to promote a constructive learning environment.
   a. A preceptor must attend a preceptor workshop every three years.
6. Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training students and the patient.
7. A preceptor must provide the UNI AT Program with updated venue-specific written Emergency Action Plans (EAPs) that is based on well-established national standards or institutional offices charged with institution-wide safety (e.g. position statement, occupational/environmental safety office, police, fire, and rescue).
8. A preceptor must provide site-specific training and review of the EAP with the student(s) before they begin patient care at that site.
9. A preceptor must provide proof (annually) that therapeutic equipment was inspected, calibrated, and maintained according to the manufacturer’s recommendation, or by federal, state or local ordinance.
10. Blood-borne pathogen training and procedures:
    a. A preceptor must provide formal blood-borne pathogen training with the student(s) before they begin their experience at that site and are placed in a potential exposure situation
    b. A preceptor must provide the student(s) a detailed post-exposure plan that is consistent with the federal standard and approved by appropriate institutional personnel.
    c. Blood-borne pathogens policies must be posted or readily accessible in all locations where the possibility of exposure exists and must be immediately accessible to all current students and program personnel.
    d. Students must have access to and use of appropriate blood-borne pathogen barriers and control measures at all sites.
    e. Students must have access to, and use of, proper sanitation precautions (e.g. hand washing stations) at all sites.
11. There must be regular communication between the program and the preceptor.

CLINICAL SITE VISITS:
All clinical education sites must be evaluated by the program on an annual and planned basis. The Clinical Education Coordinator will conduct regular site visits throughout the year as a means to communicate with the preceptor, ensure compliance of policies and procedures, and observe the athletic training student(s) in the clinical setting.

STUDENT RESPONSIBILITIES:
Each clinical experience site will have different expectations for the athletic training student. It is the responsibility of the student and the preceptor to identify these expectations. Although each site
will have different duties, responsibilities, and policies there are general responsibilities that each student should follow, including:

1. Each athletic training student should report as instructed and arrive on time as designated by their preceptor.
2. Students must notify their preceptor at least 48 hours in advance of a planned absence.
3. Each student should discuss and complete all portions of the Clinical Experience Orientation Form with their preceptor on the first day of clinical experience.
4. Each student should dress professionally and appropriately according to the preceptor’s expectations.
5. Each student should adhere to the NATA code of ethics and professionalism at all times.
6. Each student should keep all patient/athlete care confidential.
7. Each student should never be under the influence of alcohol or any drug while representing the UNI AT Program.
8. No profane language or vulgarity should ever be used by an athletic training student.
9. Each student is responsible for regularly updating their preceptor on their skill competency and clinical integration proficiency progress.
10. Each student should be inquisitive and willing to learn at all times.
11. Each student should be dependable and responsible.

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

PROFESSIONAL LIABILITY INSURANCE:
Students must purchase and maintain professional liability insurance. Proof of such must be submitted to the AT Program Director on an annual basis.

DIRECT SUPERVISION:
The policy of the University of Northern Iowa Athletic Training Program with regards to direct supervision of athletic training students is:

“Direct supervision of athletic training students involved in the clinical experience portion of the Athletic Training Program means that the preceptor will be physically present and have the ability to intervene on behalf of the athletic training student and the patient.”

(CAATE Standards Clinical Education Terminology)

It is expected that all athletic training students will be directly supervised by their preceptor at all times. Students are expected to report involvement in or knowledge of situations in which direct supervision is not properly provided. Failure to report these situations could result in disciplinary action. Please see the Direct Supervision Policy Form.
FIRST RESPONDER POLICY:
In any situation where an undergraduate athletic training student is not supervised by a qualified preceptor, and is in a position to provide any type of health care intervention, then the student is no longer functioning as an athletic training student. The UNI AT Program definition of a first responder is an individual who only performs interventions (e.g., skills, treatments, emergency care techniques, etc.) for which they are certified through the American Red Cross or other certifying agency. First responder situations cannot and will not be mandated through the UNI AT Program. Students must not refer to themselves as athletic training students while functioning as a first responder. Experiences gained while unsupervised cannot be included as clinical experience. A list of skills taught under the UNI AT Program first aid and CPR certifications requirements, and athletic training-specific skills which do not fall under the scope of a first responder, are found in the First Responder Policy Form found on ATrack.

CONFIDENTIALITY/HIPAA:
During clinical experience athletic training students will learn things about patients and athletes that must remain confidential. Each athletic training student is required to complete HIPAA training and submit the completion certificate(s).

TRAVELING:
During the clinical experience many athletic training students will have the opportunity to travel. Students may accompany their preceptor; however, students must be directly supervised by a preceptor while they are traveling. Unsupervised student travel is strictly prohibited. The athletic training student may not travel with the team in the event that the preceptor is not traveling.

EVALUATIONS:
Student Evaluations:
Athletic training students are evaluated by his/her preceptor at the end of each clinical experience rotation. Preceptors evaluate students’ personal attributes, professional attributes, and athletic training competencies. Preceptors will give the student an overall grade for the rotation, which will be a component of their Clinical Integration grade. The athletic training student should carefully read the student clinical experience evaluation form to understand how they will be evaluated. All evaluations are submitted through ATrack. Once the preceptor has completed the evaluation he/she should schedule a time with the student to discuss their evaluation. Students who receive a grade of “C” or lower from their preceptor must meet with the Clinical Education Coordinator.

Student Self Evaluations:
Each student will complete a self-evaluation at the end of each clinical experience rotation. The evaluation is submitted through ATrack. The self-evaluation should be compared to the evaluation completed by their preceptor and any concerns should be discussed.

Preceptor Evaluation:
Preceptors will be evaluated by their assigned students at the end of each clinical experience rotation. The evaluation is submitted through ATrack.

UNI AT Program Evaluation of the Preceptor:
The program administrators will complete an evaluation of each clinical site at the end of the year. This form is used to evaluate the preceptor’s compliance with the standards and guidelines for the UNI AT Program. The evaluation is based on information from 1) the program administrators’ communications with the clinical experience site preceptors, 2) the clinical education coordinator’s site visit(s), 3) students’ evaluations and comments.

CLINICAL EXPERIENCE HOLIDAYS:
During each academic year there are several Holidays/breaks in which classes are not held at UNI. Athletic training students are excused from clinical experience on these designated Holidays/breaks. It is the athletic training student’s responsibility to notify the preceptor that there is a holiday/break one week in advance. The calendar holiday’s and breaks are as follows:

- Labor Day
- Thanksgiving Break
- Fall Finals Week Break
- Winter Break
- Martin Luther King’s Birthday
- Spring Break
- Spring Finals Week Break

ATHLETIC TRAINING STUDENT CLASS ABSENCE DUE TO TEAM TRAVEL POLICY:
Athletic Training Students bear the responsibility of informing their professors of upcoming class absences due to team travel. Students should refer to their course syllabus carefully on assignment completion for any given class. Students are responsible for understanding and meeting the instructor’s expectations. Students also are responsible for communicating with faculty prior to missing scheduled assignments and for making arrangements with faculty to complete all missed assignments. The Athletic Training Clinical Education Coordinator will provide a form that will list each class missed due to team travel that can be shared with faculty (See Appendix 9).

University of Northern Iowa
Non-Discrimination Statement

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, any educational program, or any activity of the University, on the basis of age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or on any other basis protected by federal and/or state law.

The University of Northern Iowa prohibits discrimination and promotes affirmative action in its educational and employment policies and practices as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable laws and University policies. The University of Northern Iowa prohibits sexual harassment, including sexual violence.
The following person has been designated to handle inquiries regarding the non-discrimination policies and serves as the University Title IX Officer: Leah Gutknecht, Assistant to the President for Compliance and Equity Management, Office of Compliance and Equity Management, 117 Gilchrist Hall, UNI, Cedar Falls, IA 50614-0028, 319-273-2846, leah.gutknecht@uni.edu

University of Northern Iowa Athletic Training Program
Non-Discrimination Policy Statement

The University of Northern Iowa Athletic Training Program is committed to a policy of equal opportunity and non-discrimination in all aspects of the program without regard to race, national origin, color, religion, sex, age, disability, sexual orientation, or any other basis protected by law.
CLINICAL EXPERIENCE SITES:
Below is a list of the on and off campus clinical experience sites, Preceptors, and driving directions.

<table>
<thead>
<tr>
<th>Clinical Experience Site</th>
<th>Preceptor(s)</th>
<th>Cedar Falls location</th>
<th>Waterloo location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Athletico Physical Therapy</strong></td>
<td>Matt Buttjer PT, ATC &amp; Stephanie Bradley-Diehl, PT, ATC, Bo Lodge PT</td>
<td>Follow Hudson Rd. to 1st St.</td>
<td>Take University Ave. east to Ansborough Ave.</td>
</tr>
<tr>
<td></td>
<td>Leslie Frost PT, ATC &amp; Krista Wills, PT</td>
<td>On the corner of Hudson &amp; 1st St.</td>
<td>Turn north on Ansborough Ave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Clinic is on the right side</td>
</tr>
<tr>
<td><strong>Agape Physical Therapy</strong></td>
<td>Bethany Jacobsen PT, ATC</td>
<td>To CF location:</td>
<td>Cedar Falls location:</td>
</tr>
<tr>
<td></td>
<td>Cedar Falls: 211 West 6th Street</td>
<td>Follow Hudson Rd. to 6th St.</td>
<td>Follow Hudson Rd. to 1st St.</td>
</tr>
<tr>
<td></td>
<td>Cedar Falls, IA 50613</td>
<td>Go east on 6th St.</td>
<td>Take a left and follow 1st St. out of town</td>
</tr>
<tr>
<td></td>
<td>Dike (The Den): 668 Main St.</td>
<td>Dike location:</td>
<td>Turn right on Johnson St.</td>
</tr>
<tr>
<td></td>
<td>Dike, IA 50624</td>
<td>Follow Hudson Rd. south</td>
<td>School is on the right</td>
</tr>
<tr>
<td></td>
<td>(W) (319) 404-7844</td>
<td>Go west on University Ave.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(becomes Grundy Rd)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn right onto W Ridgeway Ave.</td>
<td>Turn left on Main St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(becomes 160th st.)</td>
<td>The Den is on the left</td>
</tr>
<tr>
<td><strong>Aplington-Parkersburg High School</strong></td>
<td>Graduate Assistant</td>
<td>Follow Hudson Rd. to 1st St.</td>
<td>Follow Hudson Rd. South to Ridgeway</td>
</tr>
<tr>
<td></td>
<td>610 N Johnson St</td>
<td>Take a left on 1st St.</td>
<td>Take a left on Ridgeway</td>
</tr>
<tr>
<td></td>
<td>Parkersburg, IA 50665</td>
<td>Follow 1st St. out of town</td>
<td>Follow Ridgeway to 9th street and turn right.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn right on 8th St.</td>
<td>You will run into the school.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High School will be on the right.</td>
<td></td>
</tr>
<tr>
<td><strong>Cedar Falls High School</strong></td>
<td>Pete Watters, ATC</td>
<td>Follow Hudson Rd.</td>
<td>Follow Hudson Rd. south to US-20 E</td>
</tr>
<tr>
<td></td>
<td>1015 S Division St</td>
<td>Turn right on 8th St.</td>
<td>Take exit 66 to S Raymond Rd.</td>
</tr>
<tr>
<td></td>
<td>Cedar Falls, IA 50613</td>
<td>High School will be on the right.</td>
<td>Turn right onto 5th st.</td>
</tr>
<tr>
<td></td>
<td>(W) 553-2535</td>
<td></td>
<td>Turn right onto 16th Ave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Follow Hudson Rd. to Ridgeway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Take a left on Ridgeway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Follow Ridgeway to 16th Ave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1731 W Ridgeway Ave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1731 Ridgeway</td>
</tr>
<tr>
<td><strong>Columbus High School</strong></td>
<td>Melissa Fernau, ATC</td>
<td>Follow Hudson Rd. south to US-20 E</td>
<td>Follow University Ave west out of town.</td>
</tr>
<tr>
<td></td>
<td>3231 W 9th St</td>
<td>Take exit 66 to S Raymond Rd.</td>
<td>University Ave become Grundy Rd.</td>
</tr>
<tr>
<td></td>
<td>Waterloo, IA 50702</td>
<td>Turn right onto 5th st.</td>
<td>Turn right onto W Ridgeway Ave.</td>
</tr>
<tr>
<td></td>
<td>(W) 233-3358 Ext. 742</td>
<td>Turn right onto 16th Ave.</td>
<td>W Ridgeway Ave becomes 160th St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Turn left onto Main St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The high school is on the left.</td>
</tr>
<tr>
<td><strong>Don Bosco High School / Cedar Valley Medical Specialists Physical Therapy</strong></td>
<td>Scott Lockard, ATC</td>
<td>Follow University Ave west out of town.</td>
<td>Follow University Ave west out of town.</td>
</tr>
<tr>
<td></td>
<td>405 16th Ave</td>
<td>University Ave become Grundy Rd.</td>
<td>University Ave become Grundy Rd.</td>
</tr>
<tr>
<td></td>
<td>Gilbertville, IA 50634</td>
<td>Turn right onto W Ridgeway Ave.</td>
<td>Turn right onto W Ridgeway Ave.</td>
</tr>
<tr>
<td></td>
<td>1731 W Ridgeway Ave</td>
<td>W Ridgeway Ave becomes 160th St.</td>
<td>W Ridgeway Ave becomes 160th St.</td>
</tr>
<tr>
<td></td>
<td>Waterloo, IA 50701</td>
<td>Turn left onto Main St.</td>
<td>Turn left onto Main St.</td>
</tr>
<tr>
<td></td>
<td>(W) 833-5900</td>
<td>The high school is on the left.</td>
<td>The high school is on the left.</td>
</tr>
<tr>
<td><strong>Dike-New Hartford High School</strong></td>
<td>Destry Sperfslage, MS, ATC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Name</td>
<td>Address</td>
<td>Directions</td>
</tr>
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<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hudson High School</td>
<td>Joe Bahnsen, ATC</td>
<td>245 South Washington St.</td>
<td>- Follow Hudson Rd. South toward Hudson&lt;br&gt;- Turn left onto School St.&lt;br&gt;- Follow Hudson Rd. to Ridgeway&lt;br&gt;- Take a left on Ridgeway&lt;br&gt;- 1731 Ridgeway</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hudson, IA 50643</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1731 W Ridgeway Ave</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Waterloo, IA 50701</td>
<td></td>
</tr>
<tr>
<td>Summit Chiropractic &amp; PT</td>
<td>Dan McGrane, PT,</td>
<td>40 Brookeridge Dr.</td>
<td>- Follow Hudson Rd. South to US-20 and go east.&lt;br&gt;- Take the Ansborough Ave exit and turn left.&lt;br&gt;- Turn right onto W San Marnan Dr.&lt;br&gt;- Turn left onto Kimball Ave.&lt;br&gt;- Take the first left onto Brookeridge Dr.&lt;br&gt;- Summit is on the right.</td>
</tr>
<tr>
<td></td>
<td>Andrew Jolley, DC,</td>
<td>Waterloo, IA 50701</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&amp; Eric Rottinghaus, DC</td>
<td>(319) 232-2100</td>
<td></td>
</tr>
<tr>
<td>UNI Basketball (Men’s)</td>
<td>Don Bishop, MA, ATC</td>
<td></td>
<td>- Located in the McLeod Center on UNI’s Campus</td>
</tr>
<tr>
<td>UNI Basketball (Women’s)</td>
<td>Andrew Jedlicka, MS, ATC</td>
<td></td>
<td>- Located in the McLeod Center on UNI’s Campus</td>
</tr>
<tr>
<td>UNI Football</td>
<td>Travis Stueve, MS, ATC</td>
<td></td>
<td>- Located in the Human Performance Center on UNI’s Campus</td>
</tr>
<tr>
<td></td>
<td>&amp; Graduate Assistants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNI Soccer (Women’s)</td>
<td>Graduate Assistant</td>
<td></td>
<td>- Located in the Human Performance Center on UNI’s Campus</td>
</tr>
<tr>
<td>UNI Softball</td>
<td>Graduate Assistant</td>
<td></td>
<td>- Located in the Human Performance Center on UNI’s Campus</td>
</tr>
<tr>
<td>UNI Strength &amp; Conditioning</td>
<td>Jed Smith, MA, CSCS,</td>
<td>UNI WRC 153</td>
<td>- Located in the WRC on UNI’s campus&lt;br&gt;- Go North on Hudson Rd.&lt;br&gt;- Take Left on 22nd St.</td>
</tr>
<tr>
<td></td>
<td>Nick Davis</td>
<td>Cedar Falls, IA 50614</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(W) 273-7867</td>
<td></td>
</tr>
<tr>
<td>UNI Swimming &amp; Diving</td>
<td>Pamela Westendorf, ATC</td>
<td></td>
<td>- Located in the Human Performance Center on UNI’s Campus</td>
</tr>
<tr>
<td>UNI Track &amp; Cross Country</td>
<td>Melissa Stueve, MS, ATC</td>
<td></td>
<td>- Located in the Human Performance Center on UNI’s Campus</td>
</tr>
<tr>
<td></td>
<td>&amp; Graduate Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNI Volleyball</td>
<td>Megan Brady, MPE, ATC</td>
<td></td>
<td>- Located in the McLeod Center on UNI’s Campus</td>
</tr>
<tr>
<td>UNI Wrestling</td>
<td>Troy Garrett, MS, ATC</td>
<td></td>
<td>- Located in the West Gym on UNI’s Campus</td>
</tr>
<tr>
<td>Waterloo Black Hawks</td>
<td>Todd Klein, ATC</td>
<td>125 Commercial St.</td>
<td>- Take Hudson Rd. to 1st street&lt;br&gt;- Follow 1st to 218&lt;br&gt;- Take 218 towards Waterloo&lt;br&gt;- Take the 63N Exit, stay in left lanes&lt;br&gt;- Corner of Commercial &amp; 63 N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Waterloo, IA 50701</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(W) 272-2903</td>
<td></td>
</tr>
<tr>
<td>Waterloo East High School</td>
<td>Allyson George, ATC</td>
<td>214 High Street</td>
<td>- Take Hudson Rd. to 1st street&lt;br&gt;- Follow 1st to US-218 S&lt;br&gt;- Take 218 towards Waterloo&lt;br&gt;- Take the 63N Exit, stay in left lanes&lt;br&gt;- Turn right on Franklin&lt;br&gt;- Follow Franklin to High street&lt;br&gt;- Turn left on E 6th St.&lt;br&gt;- E 6th St. turns into M L King Jr Dr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Waterloo, IA 50703</td>
<td></td>
</tr>
<tr>
<td>School/Center</td>
<td>Address</td>
<td>Contact Person(s)</td>
<td>Directions</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>------------------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| Waterloo West High School | Dave Fricke MS, ATC 425 East Ridgeway Ave Waterloo, IA 50702 (W) 833-5903 | • Turn left on Barclay St.  
• Follow Hudson Rd. to Ridgeway  
• Take a left on Ridgeway  
• School is on left | |
| Waverly-Shell Rock High School | Abby Eberling, ATC 1415 4th Ave SW Waverly, IA 50677 | • Go north on Hudson Rd. to 1st St.  
• Go east on 1st street  
• Follow 1st St. and get on US-218 N/IA-27 N towards Waverly  
• Take exit 198 toward US-218 BUS/Waverly  
• Merge onto 4th Ave SW  
• Turn left onto 10th Ave SW  
• Take the 1st right onto 16th St. SW  
• Turn right onto 4th Ave SW | |
| XL Sports Acceleration | Armand McCormick, Travis Hansen 3109 Venture Way Cedar Falls, IA 50613 | • Go south on Hudson Rd.  
• Turn right onto Viking Rd.  
• Stay straight on Production Dr.  
• Take the first right onto Venture Way | |

**GENERAL MEDICAL SITES:**

<table>
<thead>
<tr>
<th>Site</th>
<th>Contact person</th>
<th>Directions</th>
</tr>
</thead>
</table>
| Cedar Falls Primary Care  
(Dr. Kelly Schmidt) | Taylor (Dr. Schmidt's nurse) 1824 West 8th Street Cedar Falls, IA 50613 (319) 277-0990 | • Follow Hudson Road North  
• Turn left on 8th St.  
• Building is on the left | |
| Covenant Medical Center  
Emergency Room | Deb Schmitz 3421 West Ninth St Waterloo, IA 50702 (319) 272-7606 | • Follow Hudson Road South to Ridgeway  
• Take a left on Ridgeway  
• Follow Ridgeway to 9th street and turn right.  
• You will run into the hospital (on left). | |
| Northeast Iowa Medical  
Education Foundation/FM Residency | Wendy Hudson 2055 Kimball Avenue Waterloo, IA 50702 (319) 272-2855 | • Follow Hudson Road South to Ridgeway  
• Take a left on Ridgeway  
• Follow Ridgeway and take a left on Kimball Ave.  
• Take the first right into the parking lot.  
• Building is on corner of Kimball and Ridgeway | |
| Allen Emergency Room | Sarah Behrens 1825 Logan Avenue Waterloo, IA 50703 (319) 235-3741 | • Follow Hudson Road North to 1st street/IA-57 and go east (turn right)  
• IA-57 becomes US-218 S  
• Merge onto Broadway St. via Exit 185 toward Airport  
• Turn left onto Longfellow Ave  
• Stay straight to go onto W Donald St.  
• Turn right onto Logan Ave/US-63  
• Building is on the right | |
<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person</th>
<th>Address</th>
<th>Directions</th>
</tr>
</thead>
</table>
| Parkersburg Family Medicine  
(Dr. Durbin) | Barb Engel | 502 3rd St.  
Parkersburg, IA 50665  
(319)-346-2331 | • Follow Hudson Rd. to 1st St.  
• Take a left and follow 1st St. out of town  
• Turn right on 3rd St.  
• Clinic is on the right |
| Peoples Community Health Clinic | Anne Cook | 905 Franklin Street  
Waterloo, IA 50703  
(319) 272-4464 | • Take Hudson Rd. to 1st street  
• Follow 1st to US-218 S  
• Take 218 towards Waterloo  
• Take the 63N Exit, stay in left lanes  
• Turn right on Franklin  
• Follow Franklin and building will be on left |
| Sartori Memorial Hospital  
Emergency Room | Maureen Beckman | 515 College Street  
Cedar Falls, IA 50613  
(319) 268-3087 | • Follow Hudson Rd. North to 4th st. and turn right  
• Follow 4th st. and hospital will be on the right. |
| Noah Health Clinic  
Waverly Health Clinic  
(Megan McMillin, PA-C, MHA) | Shelly Brown | 100 Wartburg Blvd.  
Waverly, IA 50677  
(319) 352-8436 | • Go north on Hudson Rd. to 1st St.  
• Go east on 1st street  
• Follow 1st St. and get on US-218 N/IA-27 N towards Waverly  
• Take exit 198 toward US-218 BUS/Waverly  
• Turn left onto US-218/IA-3/W Bremer Ave  
• Turn right onto 12th St. NW  
• Enter the doors to ‘The W’ off of 12th St. or the doors connected to the football field. |
| UNI Student Health Clinic | Tina Jorgensen | 016 Student Health Center  
Cedar Falls, IA 50614  
(319) 273-7335 | • Go east on 23rd St.  
• (corner of Minnesota and 23rd St.) |
DISCIPLINARY ACTIONS & GRIEVANCES

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

There are two levels of disciplinary procedures: Written Warnings and Disciplinary Actions. The criteria for both are listed below. Three Written Warnings will constitute a Disciplinary Action. Three Disciplinary Actions will result in dismissal from the AT Program.

Written Warning
Criteria:
• Turning in any program documentation late (one Written Warning per late document)
• Absence at any mandatory program meeting
• Report of disciplinary issues during clinical experience
• Not following proper policies and procedures (as deemed appropriate by AT Program administrators)
• Other violations as deemed necessary per AT Program administrators

Disciplinary Action
Criteria:
• Three Written Warnings
• Academic Dishonesty (Automatic F in course)
• Not maintaining a 2.5 Cumulative GPA
• Not maintaining a 2.75 Major GPA
• Not maintaining current first aid and CPR certifications
• Not attending the annual OSHA training course
• Not turning in any required document or certificate
• Not providing annual proof of professional liability insurance
• Not verifying skill competency or clinical integration proficiency with their preceptor
• Habitual unexcused absence from classes
• Conduct unbecoming of an athletic training student
• Providing health care interventions as an athletic training student while not being properly supervised by a qualified preceptor

Written Warning Procedures:
• Each warning will be documented in ATrack
• The third written warning will result in a disciplinary action
Disciplinary Action Procedures:

- **1st Action:**
  1. Meeting with program director
  2. Probation period for improvement (As determined by the program director)
  3. Contract for improvement

- **2nd Action:**
  1. Meeting with program director
  2. Probation for one semester
  3. Contract for improvement
  4. Consideration of one year hold option on AT student status

- **3rd Action:**
  1. Expulsion from the program

Optional Student Hold Status
If a student’s GPA(s) fall below the required levels, the student may opt to hold his/her status as an athletic training student for two semesters. During this period of time, the student may re-take athletic training courses, but may not attend clinical experience rotations. If the GPA(s) are not at the required levels at the completion of the two-semester hold period, the student will not be re-admitted to the program. If the student should be re-admitted, the student retains all prior disciplinary actions. Therefore, if the student puts their status on hold after two disciplinary actions, they will be dismissed from the program if another disciplinary is issued.

Grievances

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

*Criteria for Grievance:*
- Harassment
- Unfair Practices
- Dishonesty
- Lack of professionalism
- Other

*Procedures:*

a. Confront the individual with the grievance so that you can assure that there is not some form of miscommunication.
b. Try to work out the grievance with the individual.
c. If the problem cannot be resolved, inform the individual that you are planning on filing a grievance.
d. Fill out a grievance form (Appendix 10) and submit it to the program director. In the event the grievance is against the program director submit the complaint to the Division of Athletic Training Chair.

e. Once the grievance is received the faculty, staff, and president of the UNISATO will review the case and take appropriate action.

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

SEMESTER PROCEEDINGS

APPOINTMENTS

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

Advisor Appointments:
At the beginning of each semester students should have an informal interview with their athletic training advisor within the first half of the semester. During this appointment students will discuss their progress within the program by going over their cumulative record as well as their clinical experience evaluations. This appointment could be a group appointment during class time.

The first formal appointment will occur towards the mid-point of the semester before registration. Each student should make a preliminary schedule of courses they would like to take and get it approved by their advisor. Each student should follow the suggested athletic training academic plan.

Although all AT students are assigned a faculty advisor, it is ultimately the student’s responsibility to ensure they are meeting the University, AT major, and course requirements.

Preceptor Appointments:
At the beginning of each clinical experience the preceptor and student should discuss their expectations, schedule, and the EAP(s), communicable disease policy/exposure control plan, all of which will be documented using the Clinical Experience Orientation Form. At the end of the clinical experience the preceptor will evaluate each student’s performance.
UNISATO

The University of Northern Iowa Student Athletic Training Organization (UNISATO) is an organization that is administered by the athletic training students. UNISATO has a long tradition of excellence. Each year UNISATO volunteers extensively throughout the community and is highly involved with on-campus activities. UNISATO has several fundraising activities each year to help defer the cost of national, district, and state meetings and events. Members of UNISATO and all faculty and staff will receive UNISATO related messages via the UNISATO list (unisato@uni.edu). Messages unrelated to UNISATO should not be delivered via this list. All faculty, staff, and students will refrain from using unprofessional language or from making offensive comments towards other individuals. In the event that a member of the list-serve chooses to break this policy, he/she will be removed from the list-serve for one academic year.

ATHLETIC TRAINING LIST-SERVES:

The University of Northern Iowa Athletic Training Program List-Serve (atepuni@uni.edu) is maintained and administrated by the Director of the Athletic Training Program and the Division Chair. The Director, Chair, and Clinical Experience Coordinator can write to the list, which includes all students, faculty, and staff. Students cannot write to this list. In addition, each cohort has their own list address based upon year of graduation (e.g., class of 2012 is atep-2012@uni.edu). All education administration announcements will be delivered via these lists depending on the scope of the message.
ATHLETIC TRAINING EDUCATIONAL FACILITIES

Athletic Training Classroom
First Floor HPC Hallway
Athletic Training Reception Area
Athletic Training Conference Room
Athletic Training Service Areas
Athletic Training Hydrotherapy Room
HPC Athletic Training Room
McLeod Center Athletic Training Room
West Gym Athletic Training Room
Human Anatomy Laboratory
Athletic Training Research Laboratory

EQUIPMENT:
The University of Northern Iowa Athletic Training Research Laboratory contains several pieces of expensive equipment. Athletic training students should not use any of the equipment in the laboratory unless supervised by one of the faculty and staff. At no time should any equipment be removed from the laboratory unless approved and supervised by one of the faculty. Equipment includes: desktop computers, notebook computers, printers, accelerometers, pedometers, poster printer, metabolic cart, QST, etc.

COMPUTER EQUIPMENT:
The athletic training laboratory has multiple computers and printers. The desktop computers have been purchased to facilitate athletic training research. These computers may only be used for athletic training research. The computers are not to be used for any other purpose other than research.

The notebook computers have been purchased to facilitate student learning. These computers may be checked out with the athletic training division secretary and used within the athletic training area. These computers are to be used for educational purposes only.

LABORATORY USE:
The athletic training research laboratory is to be used only for research and on select occasion, for meetings and lectures/presentations. The research laboratory is not to be used for anything other than research without the permission of the Division Chair, Graduate Program Director, and the
Research Coordinator. Athletic training students should not be eating, drinking, or sleeping in the research laboratory at any time. Additionally, athletic training students should never store backpacks, coats, or other personal items in the research laboratory.

**Athletic training students are to never open the athletic training research laboratory to perform rehab, taping, evaluations, or other related clinical experience activities. If any student violates these policies they will be subject to disciplinary action.**

**KITCHEN AREA:**
Students are welcome to use the sink, microwave, and refrigerator located in the athletic training area. However, students must clean up all messes and must label everything that is stored in the refrigerator or freezer. Unmarked items may be thrown away. If the usage of these appliances is abused at any time, they will be prohibited from all students.

**CLEAN UP:**
Athletic training students, faculty and staff should keep all areas clean at all times. All equipment should be put away at the end of each day.

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

**LOCKERS:**
Students may see the AT Division Secretary if they are interested in using an AT locker.

**CELL PHONE POLICY:**
At no time should a student use his/her cell phone during class, unless prior permission is granted by the instructor. If a student is caught using his/her cell phone during class, he/she will be excused from class. If cell phone usage occurs during an exam or quiz, the student will receive a score of “0” for that particular exam or quiz and will be subject to further University disciplinary action.

Cell phones should never be used for personal reasons during clinical experiences unless approved by the student’s preceptor. If a student uses their cell phone for non-athletic training purposes without prior approval, they will be excused from their clinical experience for the day and will have a meeting with the program director.
AWARDS & SCHOLARSHIPS

ATHLETIC TRAINING STUDENT OF THE MONTH

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

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

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

Selection committee:
Athletic training faculty who do not supervise students during clinical experiences.

Award:
The recipient of the award shall have his/her picture displayed in the athletic training reception area and on the athletic training website. A certificate will be awarded during the graduation ceremony.

TERRY G. NOONAN ATHLETIC TRAINING STUDENT OF THE YEAR AWARD

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

RICHARD “BIFF” WILLIAMS STUDENT MENTOR AWARD

Each year one senior athletic training student is selected as the student mentor of the year. This award is given to a senior athletic training student that has demonstrated excellence in mentoring their younger classmates. The winner of this award is selected by the students. All students vote.

WILLIAM P. CALLAHAN STUDENT OF DISTINCTION AWARD

Each year one second year athletic training student will receive this award. This award will be given to the student who has demonstrated excellence within their second year of the program. This award will be determined by grades, work ethic, professionalism, previous awards, clinical experience evaluations, and peer impressions. This award will be an honor that each student should work towards.
CHRISTOPHER R. EDGINTON STUDENT OF EXCELLENCE AWARD
Each year one of the first year athletic training students will receive this award. This award will be
given to the student who has demonstrated excellence within their first year of the program. This
award will be determined by grades, work ethic, professionalism, previous awards, clinical
experience evaluations, and peer impressions. This award will be an honor that each student should
work towards.

NATA RESEARCH AND EDUCATION FOUNDATION UNDERGRADUATE
SCHOLARSHIP:
• $2300.00 award
• Application Deadline: February 1st
• Download application form from www.natafoundation.org

NATA RESEARCH AND EDUCATION FOUNDATION MASTERS SCHOLARSHIP:
• $2300.00 award
• Application Deadline: February 1st
• Download application form from www.natafoundation.org

DISTRICT V MEMORIAL ENTRY LEVEL SCHOLARSHIP
• $500.000 Award
• Applications Accepted October 1st – January 15th
• Applications available at www.maata.net

• Criterion:
  ▪ Junior Standing
  ▪ One year within program
  ▪ Minimum of 3.0 within major
  ▪ Applicant cannot be receiving a full scholarship
  ▪ Applicant must be endorsed by a Certified Athletic Trainer
  ▪ Must be a student member of the NATA
  ▪ Applicant must intend to pursue the profession of athletic training or related field as a
    means of livelihood
  ▪ Applicant must submit a statement from the registrar of his/her college indicating the
    applicant's current GPA through the most recently completed school term
  ▪ Applicant must submit three letters of recommendation
  ▪ Applicant is required to submit an application and a biographical statement answering
    four specific questions as to why he or she feels they should be awarded the scholarship
  ▪ Applicant must submit a one page resume.
  ▪ Applicant will submit a color photograph to be used only for award purposes at the
    MAATA Symposium
  ▪ Applicant must follow all application instructions

DISTRICT V POSTGRADUATE SCHOLARSHIP
• $500.000 Award
• Applications Accepted October 1st – January 15th
• Applications available at www.maata.net
**Criterion:**
- The applicant shall signify their intention to continue academic work beyond the baccalaureate degree as a full time graduate student and shall be judged capable of graduate study by their major advisor or major department head. Otherwise, the applicant must be enrolled in a graduate degree program with one or more years remaining.
- The applicant must have a GPA of "B" (3.0 on a 4.0 scale) or above in their major field. This is to be verified by the department head in the major field or their designate.
- The applicant must have accumulated clinical experience hours as a student trainer for a continuous period of at least one academic year prior to the date of application.
- The applicant must be nominated by a Certified Athletic Trainer who is a current member in good standing of the Mid-America Athletic Trainers Association and the National Athletic Trainers Association. No more than one candidate may be nominated by each Certified Athletic Trainer.
- The applicant must have been a member of the National Athletic Trainers Association for at least one year prior to their date of application and enrolled in an educational institution in District V.
- It must be the intent of the applicant to pursue the profession of athletic training or related field as a means of livelihood.

**IOWA ATHLETIC TRAINERS’ SOCIETY UNDERGRADUATE SCHOLARSHIP**
- Application deadline: March 15th
- Applications available: [www.iowaats.com](http://www.iowaats.com)

**Criterion:**
- Applicant must be a member of the National Athletic Trainers’ Association (NATA) at the time of application.
- Applicant must be a full-time student of at least junior standing in a CAATE-accredited undergraduate athletic training program in Iowa in the year of application.
- Applicant must have a cumulative GPA of at least 3.2 (based on 4.0 scale) for ALL undergraduate courses to date including the Fall term of the year of application.
- Applicant must the intention of pursuing athletic training certification by the Board of Certification (BOC).

**IOWA ATHLETIC TRAINERS’ SOCIETY GRADUATE SCHOLARSHIP**
- Application deadline: March 15th
- Applications available: [www.iowaats.com](http://www.iowaats.com)

**Criterion:**
- Applicant must be a member of the National Athletic Trainers’ Association (NATA) at the time of application and hold the ATC credential or be eligible to sit for the BOC exam.
- Applicant must be a graduate student of a graduate program in Iowa, in the year of this application.
- Applicant must have a cumulative GPA of at least 3.2 (based on 4.0 scale) for ALL graduate courses to date including the Fall term of the year of application.
- Applicant must the intention of pursuing athletic training as a career.
SCHOOL OF HPELS/COE SCHOLARSHIPS:
A detailed list of several scholarships available to undergraduate students is available at www.uni.edu/coe/undergraduate. This list changes yearly, so it is important to check it regularly for newly available scholarships.

Internal Funding for Student Research and Travel

Purpose:
The Intercollegiate Academics Fund (IAF) is a yearly allocation of Student Activity Fee monies that exists to promote and support intercollegiate academic experiences for University of Northern Iowa students. The fund is designed in particular to encourage individual students and student groups with direct links to academic programs and departments to participate in academic competitions and conference presentations at state, regional, national, and international levels. The IAF supports the educational and professional development of students in their academic areas as well as leadership development for various student groups. Priority for funding is given to students participating in intercollegiate academic competitions and presentations at professional conferences. Funding is also available to assist in conducting research.

Policy and Procedure Changes
Policy and Procedures of the UNI Athletic Training Program will change on occasion. In the event of a change each student will receive a copy of the change. Each student is required to place that copy within their student handbook.
Appendices
# 2015 UNI Athletic Training Program Application

## Application Checklist

*This form must be the first page on the top of your application packet.

### Name:

<table>
<thead>
<tr>
<th>Complete</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>✓</td>
<td>Application Checklist included</td>
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<td></td>
<td>Application is signed</td>
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<td></td>
<td>Completed or be enrolled in AT 1010 (Introduction to Athletic Training), or the equivalent.</td>
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<td></td>
<td>Completed 30 hours of observation with a certified athletic trainer.</td>
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<td>Minimum cumulative GPA of 2.5 or submitted a current grade report.</td>
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<td>Signed Technical Standards of UNI Athletic Training Program</td>
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<td>Official transcript if a transfer student.</td>
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<td>Three “Recommendation for Admission” forms completed by three different references.</td>
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<td></td>
<td>Essay</td>
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<td></td>
<td>Verification of observation experience</td>
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<td></td>
<td>CPR card</td>
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<td>First aid card</td>
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<td></td>
<td>Blood born pathogen training certificate</td>
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<td></td>
<td>Criminal background check</td>
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<tr>
<td></td>
<td>Student learning objectives <em>(optional)</em></td>
</tr>
</tbody>
</table>
2015 UNI Athletic Training Program Application

*This application can be downloaded from the UNI Athletic Training homepage

*Must be Typed and SIGNED*

Full Name

Last   First   MI   Date of birth

I am applying as a ____ freshman ____ transfer ____ continuing UNI student, beginning Fall 20____

Student I.D. __________  Permanent Address ________________________________

Street or P.O. Box

City   State   Zip

Mailing Address ________________________________

Street or P.O. Box

City   State   Zip

Phone ________________________________

Permanent   Present

UNI Email Address: ____________________________________________________________

Parent(s) or Guardian ________________________________________________________

High School ______________________________________  Year of Graduation ________

College(s) attended ____________________________________  College Credit Hours accumulated ________

High school or college honors __________________________________________________

Have you taken Introduction to Athletic Training?  ____Yes  ____No  ____Presently Taking  Grade ____

Are you CPR for the Professional Rescuer certified?  ____Yes (________________ Date of completion)  ____No

Are you First Aid certified?  ____Yes (________________ Date of completion)  ____No

Have you attended the OSHA/Blood Borne Pathogen Training?  ____Yes  ____No  If yes, date __________

Have you attended Mandatory Child Abuse Reporter Training?  ____Yes  ____No  If yes, date __________

Have you had a Hepatitis B Vaccination?  ____Yes  ____No  If yes, date of vaccination __________

Please request three letters of recommendation from references who can speak to your potential as an athletic training student.  (i.e. coach, athletic trainer, physician, professor, counselor, etc) List the references below.

1. __________

Name  Position

Address  Phone

2. __________

Name  Position

Address  Phone

3. __________

Name  Position

Address  Phone

Signature ___________________________  Date

By signing above you are indicating that all of the information on this application is true.  If any of the above information is found to be false, your application will be denied without further consideration.
UNI Athletic Training Program
Application Instructions & Criteria

This packet contains information and an application for students applying for admittance into the University of Northern Iowa Athletic Training Program. Additional information may be obtained by contacting Kelli Snyder at: kelli.snyder@uni.edu; 319-273-7401.

- Students must have completed or be enrolled in AT 1010 (Introduction to Athletic Training), or the equivalent, before applying into the program.
- Students must have completed 30 hours of observation of a certified athletic trainer.
- Students must submit three (3) letters of recommendation using the Survey Monkey link provided by the program director.
- Students must have a minimum cumulative grade point average of 2.5 or submit a current grade report from each class in which they are currently enrolled. If they are not currently enrolled in any university or college classes, then a current grade report is not required.
- Students must verify that they meet the Technical Standards of the UNI Athletic Training Program by submitting the signed Technical Standards form with their application materials.
- Students must verify completion of the following training:
  - OSHA/Bloodborne pathogens
  - CPR (must be professional course, not lay person)
  - First Aid
- Students must submit a criminal background check from their state of residence
  - Iowa website: https://iowacriminalhistory.iowa.gov/default.aspx
- Students must complete the application and include the following items:
  1. One transcript from each college and/or university attended.
     - UNI students can submit a Grade Report or Unofficial Transcript from “My Universe”.
     - Transfer students must submit an official transcript.
  2. Three recommendations submitted by three different references via Survey Monkey. The link to the survey will be provided during the time of application.
  3. An essay stating why they want to be an athletic trainer, their career goals, and the attributes they possess that will make them a successful student and athletic trainer.
  4. Verification of observation hours.
     - If they observed an AT who is a preceptor of the UNI Athletic Training Program, then students should use the “Prospective Student” log sheet.
     - If they observed an AT who is not a preceptor of the UNI Athletic Training Program, then students should use the “Verification of Supervision Form.”
- The application packets should be sent to:
  Athletic Training Program
  2351 Hudson Road, Human Performance Center
  University of Northern Iowa, Cedar Falls, IA 50614-0244
Instructions & Scoring System

WRITTEN ESSAY

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

INTERVIEW

Applicants with completed applications will be offered an interview. Candidates will be contacted during the month of March. A committee of 3-5 faculty, staff, and students will interview each candidate. The interview will last approximately ten minutes and will include:

- Introductions
- Essay discussions
- Questions from interviewers
- Questions from the applicant

SCORING SYSTEM

Each applicant will be given a score for the following items:

1. Introduction to Athletic Training grade at the time of the interview.
   - A=4, B=3, C=2, D=1, F=0 (+.5 for “+” grades; B+ = 3.5)
2. Cumulative GPA
   - Points of GPA given x 2 (example: 3.3 GPA gets 6.6 points)
3. Letters of Reference
   - Average of three committee members scores, (0-5 points)
4. Content of Essay
   - Average of three committee members (0-5 points)
5. Interview Impressions
   - Average of five interviewers (0-5 points)
6. *Student learning objectives
   - One point if all objectives are completed (0-1 point)

*These items are not required.
Transfer Student Policies and Procedures

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

Petition Procedures:
2. The transfer student must submit in writing their request for accepting previous coursework and/or clinical/field experiences. Included in this document should be the following:
   f. Indicate if the current institution from which the student is transferring offers an accredited athletic training program.
      iii. If the student’s current institution offers an accredited program, the student should indicate their status in that program.
      iv. If the current institution offers an accredited program, indicate the name and contact information of the program director.
   g. Name of course, credit hours, professor, institution offered, and name of the UNI course it will be substituting.
   h. A notarized copy of the BOC Verification of Supervision form for all previous clinical experiences.
   i. A copy of published course descriptions of all courses.
   j. A detailed copy of a course syllabus, for all courses, or a letter from the instructor describing in complete detail what the course taught.

Course Acceptance Procedures:
2. The committee will review each of the course descriptions and syllabi.

2. The committee will then compare the said course to the UNI course and determine if they are comparable. The following criteria will be evaluated:
   d. Credit hours
   e. Content
   f. Laboratory experiences

3. If the course does not have comparable credit hours, content, and/or laboratory experiences the course will not be substituted for the UNI course and the student will follow the normal athletic training curricular plan.

5. If the course has comparable criterion to the UNI course the student will then be placed within the curricular plan where appropriate.

Clinical Experience Acceptance Procedures:
2. The committee will review each of the BOC Verification of Supervision forms.
3. The committee will then compare the said clinical experience to the UNI clinical experience and determine if they are comparable. The following criteria will be evaluated:
   e. Assignment
   f. Responsibilities
   g. Clinical setting
h. Type of supervision

4. If the clinical experience/course does not have comparable assignments, responsibilities, clinical settings or supervision, the clinical experience will not be substituted for the UNI clinical experience and the student will follow the normal athletic training field experience rotation plan.

If the clinical experience has comparable criterion to the UNI clinical experience the student will then be placed within the curricular plan where appropriate.

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

Notification of admission status: Applicants will receive a letter indicating their status no later than the fourth week in March. Accepted students will have 30 days to complete the following:

- Each student must send a letter of acceptance to the athletic training program director accepting a position within the program.
- Each student must have a hepatitis B vaccination before entering the program or sign the hepatitis B waiver form.
- Each student must declare Athletic Training as their major.
- Each student must become a member of the NATA.
Athletic Training Program Retention Policy

Once accepted into the Athletic Training Program, students must achieve each of the following in order to maintain his/her status as an athletic training student. Any student who fails to meet any of the following requirements is subject to disciplinary action and potential expulsion from the UNI Athletic Training Program.

• Each student must be enrolled in the athletic training program for at least two years.

• Each student must maintain current CPR and AED certifications.

• Each student must attend the College of Education OSHA training once each year.

• Each student must attend Mandatory Child Abuse Reporter Training during the fall of the first year in the program, unless the student has documentation of previous training.

• Each student must maintain current NATA membership.

• Each student must maintain a 2.5 cumulative GPA and a 2.75 major GPA.

• Each student must earn a minimum grade of C+ and/or 77% in all athletic training core courses.

• Each first year student must complete an average of 10 hours of supervised athletic training experience each week (minimum hours/week = 5; maximum hours/week = 15).

• Each second year student must complete an average of 15 hours of supervised athletic training experience each week (minimum hours/week = 8; maximum hours/week = 20).

• Each third year student must complete an average of 20 hours of supervised athletic training experience each week (minimum hours/week = 12; maximum hours/week = 30).

• Each student must pass all proficiencies with 95% proficiency.

• Each student must pass all Clinical Integration Proficiencies.

• Each student must receive passing clinical experience evaluations.

• Each student must complete a general medical experience.

• Each student must observe at least one surgical procedure.

• Each student must complete the athletic training major.

• Each student must complete the exit interview.
University of Northern Iowa
Athletic Training Program
Technical Standards for Admission

The Athletic Training Educational Program at the University of Northern Iowa is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Educational Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge and skill competencies, and clinical integration proficiencies, of an entry-level athletic trainer, as well as meet the expectations of the program’s accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program’s technical standards does not guarantee a student’s eligibility for the BOC certification exam.

Candidates for selection to the Athletic Training Educational Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.

2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.

3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.

4. The ability to record the physical examination results and a treatment plan clearly and accurately.

5. The capacity to maintain composure and continue to function well during periods of high stress.

6. The perseverance, diligence and commitment to complete the athletic training program as outlined and sequenced.

7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.

8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

55
Candidates for selection to the athletic training educational program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The University of Northern Iowa Office of Student Disability Services (SDS) will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize student/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the University of Northern Iowa Office of Student Disability Services (SDS) to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

________________________________  ____________
Signature of Applicant    Date

________________________________  ____________
Signature of Witness     Date
University of Northern Iowa
Athletic Training Program
Verification of Supervision Form

_________________________ has observed a BOC certified athletic trainer for
_________________________ hours. These hours were accumulated at a
setting (e.g. hospital, high school, collegiate, clinical, professional, industrial). During these
hours the student was involved in the following activities:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

______________________________________________________________________________

The beginning and ending date of the above hours were approximately: _____________ to
_________________. (Please include month and year)

_________________________________________  ____________________________
Name of AT (please print)              Institution

_________________________________________  ____________________________
Address (City, State, Zip)              Telephone Number

_________________________________________  ____________________________
AT Signature                            Certification Number
UNIVERSITY OF NORTHERN IOWA
ATHLETIC TRAINING PROGRAM
MIDSEMESTER GRADE REPORT

Semester/Year: _________________________                  Name: _____________________________

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Grade</th>
<th>Professor signature</th>
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*Please note, the mid-semester grade report is only required if your current GPA is below or near 2.5. You DO NOT need to submit mid-semester reports if you GPA is well above 2.5

*Because it often takes a few days to receive these completed reports back from your professors/instructors, the form above can be cut into two reports to give to multiple professors/instructors. Please cut away on the dotted lines.
**UNI Athletic Training Program**  
**Prospective Athletic Training Student**  
**Clinical Experience Log Sheet**

Name: _______________________  Semester/Year: _____________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>HOURS</th>
<th>SPORT/LOCATION</th>
<th>STAFF/STUDENT SIGNATURE</th>
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**TOTAL HR.**

Please list your student peer mentor(s) if applicable: ________________________________________
University of Northern Iowa
Athletic Training Program

Peer Mentoring Learning Objective

Purpose: The following objectives are designed to assist students completing their athletic training observation experience, in becoming familiar with athletic training rooms, athletic training room procedures, and the basic skills athletic trainers perform during clinical practice.

*Directions: These objectives are to be assessed and verified with a signature by athletic training students already accepted into the UNI undergraduate athletic training program. (there are 2 sides)

Become familiar with the layout of the Athletic Training Room and locate specific supplies:

- Tape
- Ice bags
- Water bottles
- Towels
- Crutches
- Water coolers
- Splint kits
- Compression wraps
- Sani-wipes
- Rubber gloves

Become proficient in basic first aid and immediate injury techniques:

- Open wound care
- Ice bag preparation
- Closed wound care
- Crutch fitting, training
- Assess vital signs (blood pressure and pulse)

Learn the basic components of taping:

- Ankle tape
- Wrist tape
- Ankle compression wrap

Become proficient in basic stretching techniques for the following muscle groups:

- Hamstrings
- Quadriceps
- Hip Flexors

Basic palpations:

- Tibial tuberosity
- Joint line
- Iliac crest
- Greater trochanter
- Hamstring tendons

*Pick/list 6 additional landmarks

- Acromian Clavicular (AC) joint
- Spine of scapula
- Scaphoid/Navicular bone
- Occipital protuberance
- Talar dome
- Cuneiforms

Name: __________________
Beginning date: __________________
Completion Date: __________________

Side 1 of 2
Introduce yourself to ten third year athletic training students and have them write down their names:

1. 
6. 
2. 
7. 
3. 
8. 
4. 
9. 
5. 
10.

Introduce yourself to ten first or second year athletic training students and have them write down their names:

1. 
6. 
2. 
7. 
3. 
8. 
4. 
9. 
5. 
10.

Introduce yourself to four Athletic Training staff/faculty members (Dr. Evans and Kelli do not count):

1. 
2. 
3. 
4.
NATA CODE OF ETHICS

last updated 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.
Hepatitis B Vaccine Information Sheet

The Disease:

Hepatitis B is a viral infection caused by hepatitis B virus (HBV), which causes death in 1-2% of patients. Most people with hepatitis B recover completely, but approximately 5-10% becomes chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis, and liver cancer.

The Vaccine:

RECOMBIVAX® HB (Hepatitis B Vaccine Recombinant) is a non-infectious subunit viral vaccine derived from hepatitis B surface antigen (HBsAG) produced in yeast cells. A portion of the hepatitis B virus gene, coding for HBsAG, is cloned into yeast, and the vaccine for hepatitis B is produced from cultures of this recombinant yeast strain according to methods developed in the Merck, Sharp, & Dohme Research Laboratories. The vaccine against hepatitis B, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Each lot of hepatitis B vaccine is tested for safety, in mice and guinea pigs and for sterility.

A high percentage of healthy people who receive two doses of vaccine and a booster achieve high levels of surface antibody (anti-HBs) and protection against hepatitis B. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine, but over half of those receiving it do develop antibodies. Full immunization requires three (3) doses of vaccine over a six-month period although some persons may not develop immunity even after three (3) doses. There is no evidence that the vaccine has ever caused hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

Possible Vaccine Side Effects:

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few persons experience tenderness and redness at the site of injection. Low-grade fever may also occur. Rash, nausea, joint pain, and mild fatigue have also been reported. The possibility exists that more serious side effects may be identified with more extensive use.

Due to the inherent nature and danger of the job, the University of Northern Iowa Division of Athletic Training and Athletic Training Services recommend that all staff athletic trainers and student athletic training students receive this vaccine.
University of Northern Iowa Athletic Training Program
Graduation Consultation

Student ID # __________________

I, _____________________ met with Diana Harwood on this day, ____________.

To be completed by Diana:

Please check one of the following two boxes:

☐ The above listed student is on schedule to graduate in ____________ of 20______.  

☐ The above listed student will graduate after the following requirements are met:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please check one of the following two boxes:

☐ No further meeting is necessary.

☐ The above listed student must meet with Diana Harwood again at the beginning of the fall semester.

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Athletic Training Student ___________________________ Date ______________________

____________________________________   __________________

Athletic Training Student      Date
UNI Athletic Training Program
General Medical Experience Log Sheets

Name: ____________________  Semester/Year: ____________________

<table>
<thead>
<tr>
<th>DATE</th>
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<th>TIME OUT</th>
<th>HOURS</th>
<th>FACILITY</th>
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Athletic Training Student Class Absence Notification Form

Student Name ___________________  _______  Team__________________________
Class __________________________________  Instructor Name _________________________

Competitions:
Excused from:
Excused to:

Dear Instructor,

The University of Northern Iowa Athletic Training Program stresses to all students the importance of class attendance and participation. We expect our students to be present in all classes, unless they have the opportunity to travel with the team in which they are assigned to clinical experience. We expect our students to inform all instructors of absences prior to the date, and hold them responsible for assignments, tests, and any other class related obligations they may miss. They are made aware that it is their responsibility to make prior arrangements with each instructor for assignments missed these days. The students should discuss these absences with their instructors as soon as they are made aware of the traveling opportunity. If you have any questions or concerns, please feel free to contact me at 273-7493 or by email at tricia.schrage@uni.edu. We would like to do all we can to help with issues that may arise.

Thank you in advance for your cooperation with our students, and we appreciate all you do for students at the University of Northern Iowa.
Sincerely,

Tricia Schrage
Clinical Education Coordinator
Athletic Training Program
UNI Athletic Training Program
Grievance Form

Name: _________________________________________________________________
Date: ______________________________

Complaint:_____________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

____________________________________
Have you confronted the individual identified in your complaint?  □ Yes  □ No

If yes, what was their response?
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

__________________________________________
Have you informed the individual that you were going to file a grievance?  □ Yes  □ No

If yes, what was their response?
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
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_____________________________________________________________________________

For program directors use only, do not fill out!

Date Grievance Form Received: ___________  Received by: ______________________

Action Taken:____________________________________________________________

Conclusion: _____________________________________________________________
_______________________________________________________________________

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Program Director’s Signature: _______________________________________________

Applicant’s Signature: ____________________________________________________