

MAT PROGRAM HANDBOOK



MASTER OF ATHLETIC TRAINING PROGRAM

ILLINOIS STATE UNIVERSITY

Table of Contents

Contact Information	4
Program Philosophy	5
Vision Statement	5
Mission Statement	5
Program Goals	5
Program Requirements	5
Admissions Process	5
Application Review.....	7
Program Costs and Associated Fees	7
Course Curriculum & Sequence	7
Matriculation Requirements	8
Health & Safety of Students and Patients/Clients	8
Emergency Cardiac Care	8
Blood Borne Pathogen Training & Policy	8
Universal Precautions	9
Personal Protective Equipment	9
Communicable Disease Policy	10
Calibration and Maintenance of Equipment	11
Patient/Client Privacy	11
Venue-Specific Training	11
Athletic Training Clinical Experiences	12
Clinical Hour Requirements	12
Transportation	13
Documentation of Clinical Experience	13
Student Conduct and Appearance	13
Personal Appearance and Hygiene	13
Dress Code	14
Personal and Social Conduct	14
Social Media Policy	15
Student Work and Activities Policies	15
Immunization	15
Clinical Grievances	15
Grievances Policy	16
Grievance Procedure.....	16
Student Rights and Responsibilities	16
1. Academic Dishonesty Policy	16
2. Grievance Policy	16
3. Matriculation requirements.....	16
4. Anti-Harassment/Non-Discrimination Policy	16
5. Policy for Withdrawal	16
6. Technical Standards.....	16
Institutional and Program Information	16
Academic Calendars	16

Academic Curriculum	16
Admission Process.....	16
Program Costs & Associated Fees.....	17
Catalogs.....	17
Criminal Background Check	17
Degree Requirements	17
Financial Aid	17
Grade Policies.....	17
Immunization Requirements	18
Athletic Training and Supplemental Clinical Experiences	18
Matriculation Requirements.....	18
Nondiscrimination Policy	18
Scholarships	18
Mission, Goals, Outcomes.....	18
Recruitment & Admission, Transfer credit	18
Technical Standards	18
Preceptor Content	19
Introduction	19
Purpose.....	19
Preceptor Requirements, Responsibilities, and Expectation	19
Supervision.....	19
Assignment of Students	20
Clinical Education	20
Clinical Hour Requirements.....	20
Days Off.....	21
Non-required Educational Experiences:	21
Clinical Proficiencies.....	21
Evaluations.....	21
Clinical Site Visits.....	22
Preceptor Discretion	22
Appendix A: Technical Standards	23
Appendix B: Program Costs.....	25

Contact Information

Contact Information

Athletic Training Program
Illinois State University
School of Kinesiology & Recreation
McCormick Hall, Campus Box 5120
Normal, IL 61790-5120

Faculty

Name	Position	Email	Phone
Chelsea Kuehner, MS, LAT, ATC	Instructional Assistant Professor Clinical Education Coordinator	cakuehn@ilstu.edu	309-438-5366
Noelle Selkow, Ph.D., LAT, ATC	Director of Graduate School	nselkow@ilstu.edu	309-438-1875
Justin Stanek, Ed.D., LAT, ATC	Associate Professor Program Director	jmstane@ilstu.edu	309-438-5862

Program Philosophy

Vision Statement

To be the premiere professional athletic training program where graduates are actively recruited by employers to become agents of change within the profession.

Mission Statement

The MAT program promotes innovation and experiential learning to provide contemporary, patient centered health care to meet changing societal needs.

Program Goals

1. Recruit, admit, retain, and graduate highly qualified individuals that will positively represent the profession of athletic training
2. Communicate effectively using patient-centered care to advocate for the health needs of their patients.
3. Deliver high quality, contemporary and interdisciplinary health care using health care informatics to drive informed decisions.
4. Integrate and synthesize information as scholarly clinicians, using evidence, critical thinking, and problem-solving skills to inform clinical decision making.
5. Demonstrate cultural competence and respect diversity and inclusion in the delivery of health care services.
6. Exhibit professionalism and high standards of ethical conduct in their representation of the athletic training profession.

Program Requirements

General Information for Prospective Students

Athletic Training website: <https://kinrec.illinoisstate.edu/athletic-training-masters/>

Admissions Process

University Admission Requirements

A student applying to a master's program must:

- Have earned a four-year bachelor's degree or its equivalent from a college or university that is accredited by the appropriate regional accrediting association, or do so within one academic year
- Present official transcripts from each college or university other than Illinois State at which graduate, undergraduate, or non-degree credit was earned. Transcripts can be emails from the university to admissions@illinoisstate.edu or mailed in a sealed envelope to: Office of Admissions, 201 Hovey Hall, Campus Box 2200, Normal, IL 61790-2200

International students can learn more about specific application requirements by visiting the [Office of Admissions](#) website (<https://illinoisstate.edu/admissions/>).

Additional Program Admission Requirements

To be considered for this program, you must meet the following requirements:

GPA

You must have a cumulative GPA of 3.0 on a 4.0 scale for either the last 60 hours of your undergraduate coursework or any previous work in a Master's program

Prerequisite Courses

You must have a grade of "C" or better in the following undergraduate prerequisite courses:

- General Biology with lab (4 semester hours)
- General Physics (4 semester hours)
- General Chemistry with lab (4 semester hours)
- Human Anatomy with lab (4 semester hours)
- Human Physiology with lab (4 semester hours)
- Exercise Physiology (3 semester hours)
- Psychology (3 semester hours)
- Nutrition (3 semester hours)
- Statistics (3 semester hours)
- Medical Terminology (3 semester hours)

Resume

Submit your current resume that outlines your education and work history

Goal Statement

Submit a goal statement with the following information:

- Your motivations for pursuing graduate school
- Your career aspirations when you complete your degree
- How you feel an Illinois State Athletic Training degree will help you reach your goals
- Any additional information you'd like to share about your interest in our program

Reference Contact Information

Provide the name and email address of three references for letters of recommendation (preferably one from a licensed health care provider)

Formal Interview

Invited applicants will be contacted by the graduate coordinator to have a formal interview with program faculty

Observation Hours (recommended)

While not required for admission, you are strongly encouraged to complete a minimum of 30 observation hours with an athletic trainer prior to applying to the Master of Athletic Training program.

Health and Safety Compliance

Upon acceptance into the program, you will be required to meet health and safety compliance requirements. These include:

- [Technical Standards](#)
- Criminal Background Check
- Proof of immunization requirements
- FERPA and HIPAA training

Application Review

Review of applications will begin immediately following the preferred December 15 deadline. Completion of the application does not guarantee admission. Admission will be rolling, and coursework will begin during the summer session.

Program Costs and Associated Fees

(Standard 24D)

The MAT program follows the standard rates for graduate tuition. Prospective and enrolled students can calculate the program costs and associated fees using the links below:

<https://studentaccounts.illinoisstate.edu/billing/graduate-tuition/>

<https://financialaid.illinoisstate.edu/paying/index.php#cost-of-attendance>

Upon admission to the MAT program students will be required to provide evidence for meeting physical technical standards as well as immunization requirements, TB test, criminal background check. The criminal background check will be conducted using [Bushue Background Screening](#).

A breakdown of all applicable fees associated with the program beyond tuition can be found in on the website: <https://kinrec.illinoisstate.edu/downloads/masters-athletic-training-associated-fees.pdf>

Course Curriculum & Sequence

(Standard 24B)

Summer	Fall	Spring
KNR 401: Emergency Mgmt in AT (2)	KNR 409: Athletic Injury Assessment I (3)	KNR 410: Athletic Injury Assessment II (3)
KNR 402: Foundations of AT (3)	KNR 403: Therapeutic Interventions I (3)	KNR 404: Therapeutic Interventions II (3)
	KNR 484: EBP Sports Medicine (3)	KNR 445: Statistics in Applied Science & Tech. (3)
	KNR 492A01: Practicum in AT I (3) 150-300 hrs	KNR 492A02: Practicum in AT II (3) 150-375 hrs
5	12	12
KNR 432: Gen Med Concerns in AT (2)	KNR 486: Adv. Assessment (3)	KNR 435: Admin. in AT (2)
KNR 492A03: Practicum in AT III (2) 75-225 hrs	KNR 424: Pyscho-social Strategies in AT (2)	KNR 433: Pharm. Application in AT (2)
	KNR 414: Adv. Clinical Interventions (3)	KNR 498A12: Clinically Integrated Exp. (4) 400-500 hrs
	KNR 492A04Practicum in AT IV (3) 250-450 hrs	
6	11	8
Total Hours: 52		

Matriculation Requirements

(Standard 23C, 24L)

Students must maintain academic good standing within the program based on the university's [graduate studies policy](#) (page 16). Good standing includes maintaining a minimum 3.0 cumulative graduate GPA, satisfying any program specific requirements for good standing, and making satisfactory progress to degree. Students who fail to meet this requirement will either be dismissed from graduate studies or placed on academic probation by the Graduate School. A student may be placed on probation (page 20) for a time period not to exceed 9 credit hours. A student who fails to return to good standing by the end of this recommended time will be dismissed from graduate studies. A student must be in academic good standing to be admitted to candidacy for a degree to graduate.

To remain within the practicum component of the MAT program, students must:

1. Receive no grade lower than a "C" in any course,
2. Receive no grade lower than a "C" on each final preceptor evaluation
3. Successfully complete all required coursework, clinical competencies, and be making satisfactory progress in the program.

Health & Safety of Students and Patients/Clients

Prior to beginning clinical education experiences, students must receive training in the following areas to protect the health and safety of patients/clients and the student.

Emergency Cardiac Care

(Standard 26B)

All students are required to complete and obtain certification in Emergency Cardiac Care prior to beginning clinical education. Health Care Provider CPR/AED certification is completed during KNR 401: Emergency Management in AT during the first summer session. Regardless of current certification status, all students will be certified/re-certified during the course.

Blood Borne Pathogen Training & Policy

(Standard 26C, 26I)

As an athletic training student, you may be at risk for exposure to bloodborne pathogens. To educate students about exercising universal precautions and minimizing the chance of exposure, ongoing programming is delivered.

Training/Prevention

- All students will be provided training on an annual basis prior to beginning clinical education experiences at an affiliated clinical site
 - Training will be completed via required proficiency assignments
- Students are expected to follow all relevant policies and procedures regarding BBP
- Students will follow any additional precautions/requirements of the clinical education site
- All students will be provided necessary sanitation precautions, including the ability to clean hands before and after patient encounters

Exposure

When an individual incurs a bloodborne exposure incident, he/she shall report the incident to his/her supervisor and the AT Program Director and/or Clinical Education Coordinator. If the individual is an ISU employee or student, he/she will follow the [University Bloodborne Pathogens Exposure Control Plan \(ECP\)](#). The individual's supervisor should notify Environmental Health and Safety and complete an occupational incident report.

When reporting for a post-exposure follow-up plan, Student Health Services will provide the following information to the healthcare professional:

- A copy of 29 CFR Part 1910.1030, Occupational Exposure to Bloodborne Pathogens
- A description of the exposed employee's/individual's duties as they relate to the exposure incident
- Documentation of the route(s) of exposure and circumstances under which exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee/individual including immunization status
- The identification of the source individual, if known

Within 15 days of completion of the evaluation, the OSF Occupational Health Center shall provide a copy of the written opinion directly to the individual. The written opinion shall be limited to the following information:

- That the employee has been informed of the results of the evaluation; and
- That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings shall remain confidential and shall not be included in the written report.

Universal Precautions

"Universal precautions," as defined by CDC, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other bloodborne pathogens.

Universal precautions shall be observed throughout all areas of Illinois State University and its affiliated clinical sites where reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material may result. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Administrative and work practice controls will be utilized to eliminate or minimize exposure to employees and students on campus and throughout clinical education sites. Where occupational exposure cannot be eliminated after institution of these controls, personal protective equipment shall also be utilized.

Personal Protective Equipment

Appropriate PPE shall be worn in accordance with training and severity of spill when responding to a bloodborne pathogen incident. Preceptors shall ensure that proper PPE is available and used by students at all times. All PPE shall be removed prior to leaving the immediate work area and properly disposed of. Expended PPE shall be replaced as soon as practical.

In the event personal clothing becomes contaminated, laundry services are available through Bromenn Laundry Services. The Supervisor of Building Service Workers should be notified to arrange for clothing to be appropriately containerized, stored and transported to the Student Health Services bio-collection room until it can be sent to BroMenn Laundry Services.

All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any patient's blood or body fluids that require universal precautions.

Communicable Disease Policy

(Standard 26C, 26E, 27I)

The following are guidelines for students enrolled in the Master of Athletic Training program at Illinois State University. The policy has been drafted in accordance with accreditation standards and is comparable to that required of other Allied Health Programs at the University.

1. All students enrolled in the MAT program must help and ensure a safe and healthy environment for all members of the campus community and all personnel at affiliated clinical sites by maintaining their health.
2. When an athletic training student becomes ill they should:
 - a. Seek medical attention immediately from the Student Health Center, local physician, or family doctor,
 - b. Inform the treating physician that they are enrolled in an allied health education program and explain the roll that they play in caring for injured/ill physically active individuals,
 - c. Discuss the restrictions/precautions that should be taken based on the diagnosis provided,
 - d. Contact their Preceptor and Clinical Education Coordinator to discuss their status,
 - e. Follow the prescribed treatment until the treating physician releases them fully for participation in unlimited clinical activities.
 - f. Please note: Students are responsible for expenses related to their care, through student and/or personal insurance or by some other means.
3. The MAT Program and affiliated clinical sites, may not allow students with communicable diseases or conditions to have patient contact. This restriction may be necessary to protect the health and safety of all patients and staff at these sites. Persons with the following medical conditions will not be allowed patient contact without a medical clearance:
 - a. Active chickenpox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis
 - b. Oral herpes with draining lesions
 - c. Group A streptococcal disease (i.e., strep throat) until 24 hours of treatment received
 - d. Diarrhea lasting over three days or accompanied by fever or bloody stools.
 - e. Draining or infected skin lesions
 - f. Conjunctivitis
 - g. Diarrhea and vomiting with fever
 - h. SARS-COVID-19 or any variant

If an ill student is unsure whether he/she should participate in patient care in the manner outlined above, the ATS should inquire with the appropriate healthcare personnel as described herein.

4. Athletic training students are to remove themselves from their clinical affiliations and/or classrooms if they believe that their health status endangers those around them. Athletic Training Students will NOT be penalized for clinical time missed due to diagnosed illness. Students will work with their faculty supervisors to address the need to make-up any clinical time/experience lost due to illness.
5. In the event of a prolonged illness, athletic training students should contact the Vice President for Student Affairs and the University Health Center to appropriately document the cause of absence.

POLICY SUMMARY

All students enrolled in the MAT program must help to ensure the safety and the health of the people they come in contact with on a daily basis. Students must seek medical attention immediately and discuss the restrictions/precautions that should be imposed due to their illness. The student should inform their Preceptor and Clinical Education Coordinator of their status and discuss plans to address any clinical time lost. The student who has been diagnosed with a communicable/contagious disease must have a physician release before resuming their clinical activities.

Calibration and Maintenance of Equipment

(Standard 26D)

Prior to sending students to clinical education sites, the clinical education coordinator and program director ensure the proper calibration and maintenance of equipment according to manufacturer guidelines.

Patient/Client Privacy

(Standard 26G)

All AT students must complete HIPAA and FERPA training prior to beginning their clinical experience. Any personal health information (PHI) obtained as part of completing clinical education is considered confidential. The confidentiality of the medical environment is paramount. All students throughout the duration of the AT program are expected to comply with all Health Insurance Portability and Accountability Act (HIPAA) and Family Education Rights and Privacy Act (FERPA) regulations. HIPAA and FERPA training is completed and tracked during KNR 402: Foundations of Athletic Training.

Venue-Specific Training

(Standard 26H, 26J, 26K)

As necessary, all students should be trained in venue-specific training expectations. This includes any potential exposures such as radiation exposure (as applicable) procedures that are immediately accessible. Additionally, all students must receive venue-specific critical incident response procedures (EAP) prior to beginning clinical education and students must have immediate access to these documents in emergency situations.

Athletic Training Clinical Experiences

The Illinois State University MAT program will follow a logical progression that allows for increasing amount of supervised clinical responsibility leading to autonomous practice upon graduation and successful completion of the BOC exam. The plan of study outlines the formal course instruction of athletic training knowledge, skills, and the clinical course sequencing (Standard 15).

Clinical education is designed to provide students with authentic, real-time opportunities to practice and integrate athletic training knowledge, skills, and clinical abilities, including decision-making and professional behaviors required of the profession to develop proficiency as a health care professional. Clinical education begins in the first fall semester and all clinical experiences are tied to practicum coursework designated with the KNR 492 or 498 course decimalized number.

Clinical education will allow students to spend clinical hours in local/regional healthcare systems and/or college/university sites and/or secondary schools; designated clinical preceptors facilitate these experiences and provide direct supervision. The goal of these experiences is to provide clinical education opportunities with varied client/patient populations (Standard 17).

Preceptors are clinical experts and leaders in the profession and are in good standing with the BOC. Preceptors and faculty work collaboratively to maximize the potential for student learning. The clinical education coordinator will assign students to preceptors with this goal in mind. Qualified preceptors must meet the following:

1. Licensure as a health care provider, credentialed by the state in which they practice (where regulated)
2. BOC certification in good standing and state credential (in states with regulation) for preceptors who are solely credentialed as athletic trainers
3. Planned and ongoing education for their role as a preceptor
4. Contemporary expertise

Clinical sites are expected to have a sufficient patient load to enable students to be actively involved with the prevention, evaluation, treatment, rehabilitation, and reconditioning. Student are expected to spend sufficient time during each clinical experience to meet the learning objectives of the practicum course.

Clinical Hour Requirements

Course	Semester	Minimum Hours	Maximum Hours
KNR 492a01: Practicum in Athletic Training 1	Fall 1	150	300
KNR 492a02: Practicum in Athletic Training 2	Spring 1	150	375
KNR 492a03: Practicum in Athletic Training 3	Summer 2	75	225
KNR 492a04: Practicum in Athletic Training 4	Fall 2	250	450
KNR 498a12: Clinically Integrated Experience	Spring 2	400	500

Time Commitment

(Standard 13)

The MAT program requires a rigorous curriculum totaling 52 credit hours over the course of 2 academic years. During fall and spring of the first year, students are enrolled in 12 credit hours per semester. Per university policy, for every 1 hour of classroom instruction it is expected that students will devote 2 hours of out of class student work. During year 1 (fall and spring), this equates to 24 hours of out of class work each week. Because the credit hour load is higher in year 1, the clinical hour requirements are lower than in year 2 when the credit hour load is lower. Below is the breakdown of the credit hours required by semester and the accompanying minimum and maximum clinical education hours.

Semester	Required Credit Hours per week	Hours out of class per week	Min. Clinical Hours per semester	Max. Clinical Hours per semester
Summer 1	5	10	N/A	N/A
Fall 1	12	24	150	300
Spring 1	12	24	150	375
Summer 2	6	12	75	225
Fall 2	11	22	250	450
Spring 2	6	12	400	500

Transportation

Throughout the program, AT students will be assigned to clinical rotations on and off campus. Additionally, you will be off campus for the majority of your general medical experience. All students are responsible for securing their own transportation to/from their clinical site. Students are responsible for all costs associated with travel to the clinical education site.

Documentation of Clinical Experience

Students are responsible for recording clinical experiences daily through the Typhon software. Please refer to the KNR 492 syllabi for specific requirements.

Student Conduct and Appearance

All athletic training students are expected to always conduct themselves in a professional manner. Personal conduct and professional appearance are absolutely necessary while preparing for a career in athletic training and should never have to be questioned. Students are responsible for all costs associated with observing the student conduct and appearance policy.

Personal Appearance and Hygiene

All athletic training students must be concerned with their professional appearance. Proper hygiene and grooming are essential for the prevention of disease transmission, assists in the ability to perform professional duties, and maintains a professional image.

- Daily hygiene includes clean skin, hair, and teeth; use of tobacco or vaping products are prohibited during clinical education (in compliance with NCAA rules)
- Hair should be kept neat and out of the face; Fascial hair must be kept trimmed
- Makeup and cologne/perfume should be used with discretion and not be distracting
- Fingernails and/or artificial fingernails should not interfere with athletic training skills

- Jewelry, including piercings, should be minimal, tasteful, and not interfere with athletic training skills
- Visible tattoos may need to be covered during clinical education based on site-specific policies

Dress Code

Students are expected to clarify the dress code for their specific clinical site with their preceptor on or before the first day of the experience. Students admitted to the AT program will be provided one Illinois State University athletic training polo shirt. Students may also order clothing during the annual clothing order. During all clinical experiences, students are expected to follow the site-specific dress code.

- Students must display their ID badge with their university ID indicating they are an AT student at all times while at the clinical site (Standard 26A)
- Clothing should be clean and in good repair; clothing cannot interfere with AT skills, not overly tight or revealing
- Shirts/Tops: Full length t-shirts, polo, or sweatshirts with the affiliated site logo or blank (Graphics/logos of other colleges or professional teams are not appropriate)
- Pants/skirts/shorts: Khaki colored or dark colored slacks or shorts or appropriate athletic pants are permissible. Shorts and skirts must be adequate in length. Blue jeans are not acceptable.
- Footwear/shoes: Footwear must permit mobility during patient care. Footwear should be clean and in good repair. Open-toed shoes and dress shoes with excessive heel height are prohibited.
- Hats: Hats and visors may be worn for outdoor activities only. No hats or visors should be worn for indoor activities. Hats/visors must match the affiliated clinical site or be neutral/blank.
- Game/Event Dress Code: AT students should consult with their preceptor for the appropriate professional dress for the game/event.
- General Medical: When attending clinical experiences for the general medical rotation, students should follow the dress of the physicians at the site. Examples of appropriate attire may include solid color dress pants, a collared buttoned shirt and tie, and/or blouse or sweater. When in doubt, over-dress for the first visit.

In the event the student wears inappropriate attire to the clinical site, the preceptor may request that the student return home to change.

Professional Meetings: When attending professional meetings (i.e. IATA, GLATA, NATA, etc.) students should follow the dress code for that event. In most cases, this will be “business casual.” Students are discouraged from wearing Illinois State athletic training attire and encouraged to follow dress code instead. Students holding office in a student association should follow the same guidelines as if they were presenting.

Personal and Social Conduct

Students are expected to conduct themselves in a professional manner at all times. Any misconduct may result in an indefinite probation period or dismissal, determined by the AT faculty. When traveling with an athletic team, students are to conduct themselves by the rules of the clinical supervisor and/or coach of the assigned team has established and in accordance with the ethical standards of the National Athletic Trainers' Association (See the [NATA Code of Ethics](#)). Students should not engage in any inappropriate relationship with patients that the student may interact with during clinical experiences. Students working with high school athletes (read minors) are advised that professional conduct is critical to maintain the clinical relationships that exist between the AT Program and the area high schools.

Social Media Policy

Students are expected to refrain from having any social media interactions with patients or students at any clinical site. Also, to comply with confidentiality concerns, no images or post on various social media sides should include pictures, descriptions, or details of any clinical experience that could potentially violate patient confidentiality. Those students who are found to be in violation of this policy will be subject to the disciplinary policy and the severity of the infraction will be taken into account.

Student Work and Activities Policies

Extra-Curricular Activities

AT program students are not permitted to engage in extracurricular activities that conflict with the assigned times for clinical rotations. This includes, but is not limited to, participation in Gamma Phi Circus, intramural athletics, and social and Greek organizations. The AT program does not prohibit students from participating in extracurricular activities, however, participation in the extra-curricular activities MUST NOT supersede the assigned responsibilities of the clinical requirements of the program.

Outside Employment

It is recognized that some students must work part-time to support themselves. With the number of clinical hours required of athletic training students, proper time-management will be very important. Athletic training students are encouraged to consider very seriously the effect of their work activities upon the time required for their athletic training clinical education. Any work hours that conflict with the assigned clinical responsibilities of the student must be approved in advance by the AT Program Director in consultation with the preceptor and the Clinical Education Coordinator.

Assignment of Schedule

The student's education should not be compromised in any way by his/her work schedule as an athletic training student, nor is the student to serve as a substitute for the athletic trainer who provides health care for athletes. The student's athletic training tasks must be specific to athletic training competencies, and compulsory only in terms of being subject to standard student policies as required program components are completed.

Immunization

(Standard 24J)

Upon admission to the AT program, students must upload [proof of immunization requirements](#). Students enrolled in the AT Program are encouraged to get the Hepatitis B vaccine. The immunization is offered through Student Health Services or the individual may obtain it on his/her own through the medical facility of choice.

Clinical Grievances

(Standard 23B)

Occasionally, students encounter challenging situations during clinical rotations. While such instances are rare, these situations may require resolution by faculty and/or administration. These situations may involve clinical instructors, preceptors, patients/clients, clinical staff, other students, supervisors, or academic faculty.

Grievances Policy

The AT program believes prompt resolution of challenging situations is instrumental in the restoration of a healthy learning environment. As a team, we will address each situation in a proactive manner to achieve a favorable solution. The process will examine individual and shared needs to resolve the situation.

Grievance Procedure

Students should reach out to their preceptor and/or clinical education coordinator to begin to address the challenging situation. The clinical education coordinator and/or program director will collect and analyze information about the situation to determine the appropriate course of action. If necessary, the university's [Grievance Procedures](#) will be followed.

Student Rights and Responsibilities

(Standard 23)

The following policies and procedures will be followed to ensure the rights and responsibilities of students in the MAT program.

1. **Academic Dishonesty Policy** (23A):
 - a. <https://deanofstudents.illinoisstate.edu/conflict/conduct/code/academic.php>
2. **Grievance Policy** (23B; page 14)
 - a. <https://deanofstudents.illinoisstate.edu/downloads/CodeOfStudentConduct-Revised5.12.pdf>
3. **Matriculation requirements** (24C)
4. **Anti-Harassment/Non-Discrimination Policy** (23D/24M)
 - a. <https://policy.illinoisstate.edu/conduct/1-1-2.shtml>
5. **Policy for Withdrawal** (23E)
 - a. <https://policy.illinoisstate.edu/students/2-1-14.shtml>
6. **Technical Standards** (23F)
 - a. The MAT program, in conjunction with the Student Access and Accommodation Services (SAAS) and review by the General Counsel, have reviewed and approved the [Technical Standards](#) for the MAT program.

Institutional and Program Information

(Standard 24)

Academic Calendars

- A. Academic calendars are publicly available for the current and future academic year. These documents are updated regularly on the website: <https://events.illinoisstate.edu/academic-calendar/>

Academic Curriculum

- B. <https://kinrec.illinoisstate.edu/athletic-training-masters/curriculum/>

Admission Process

- C. <https://kinrec.illinoisstate.edu/athletic-training-masters/admissions/>

Program Costs & Associated Fees

- D. <https://financialaid.illinoisstate.edu/paying/cost/>
<https://studentaccounts.illinoisstate.edu/billing/graduate-tuition/>
<https://kinrec.illinoisstate.edu/downloads/masters-athletic-training-associated-fees.pdf>

Catalogs

- E. <https://illinoisstate.edu/catalog/graduate/>

Criminal Background Check

- F. [Bushue Background Screening](#)
<https://bkckxserve6.8f7.com/4DACTION/WebAppOrderEntryZCustom/Bushue/ISUKinesiology>

Degree Requirements

- G. In addition to requirements for the Graduate School, students must meet all academic and clinical education requirements of the Commission on Accreditation of Athletic Training Education (CAATE). The Master of Athletic Training (MAT) degree is a 52-credit hour program and requires both classroom and clinical education. Admission to the academic program is limited and is based on space availability and the competitiveness of the applicant pool. Specific undergraduate prerequisite coursework is required for admission. For a complete list of prerequisite coursework, please refer to the MAT website.

Once admitted, students must maintain a cumulative grade point average (GPA) of 3.00 on a 4.00 scale throughout the entirety of the program. A student falling below the GPA requirement will be placed on probation for one semester and removed from clinical education. If after one semester the minimum GPA has not been re-established, the student will be dismissed from the program. Students must earn a grade of "C" or better on each clinical site preceptor evaluation. Hours completed while at the site will not be counted toward the required clinical education hours if the student earns a grade below a C. Students must adhere to all student policies in the latest published version of the Athletic Training (AT) Program Handbook. Successful completion of all academic and clinical education requirements will qualify the student to take the Board of Certification (BOC) exam to earn the Certified Athletic Trainer (ATC) credential.

This 52-hour program requires:

- 6 academic hour research core: [KNR 445](#), [KNR 484](#)
- 31 academic hours: [KNR 401](#), [KNR 402](#), [KNR 403](#), [KNR 404](#), [KNR 409](#), [KNR 410](#), [KNR 414](#), [KNR 424](#), [KNR 432](#), [KNR 433](#), [KNR 435](#), [KNR 486](#)
- 11 practicum hours: [KNR 492A01](#), [KNR 492A02](#), [KNR 492A03](#), [KNR 492A04](#)
- 4 professional practice hours: [KNR 498A12](#)
- Minimum of 1075 clinical education hours under the direction of a preceptor

Financial Aid

- H. <https://grad.illinoisstate.edu/funding/>

Grade Policies

- I. <https://illinoisstate.edu/catalog/graduate/policies-procedures/> (Grading System)

Immunization Requirements

- J. <https://healthservices.illinoisstate.edu/medical-services/immunization-requirements.shtml>

Athletic Training and Supplemental Clinical Experiences

- K. [Link to policy](#); [Transportation policy](#)

Matriculation Requirements

- L. [Link to policy](#)

Nondiscrimination Policy

- M. <https://policy.illinoisstate.edu/conduct/1-1-2.shtml>

Scholarships

- N. <https://kinrec.illinoisstate.edu/academics/scholarships/>
<https://financialaid.illinoisstate.edu>
<https://grad.illinoisstate.edu/students/forms/>

Mission, Goals, Outcomes

- O. <https://kinrec.illinoisstate.edu/athletic-training-masters/mission-goals/>
<https://kinrec.illinoisstate.edu/athletic-training-masters/outcomes/>

Recruitment & Admission, Transfer credit

- P. <https://kinrec.illinoisstate.edu/athletic-training-masters/admissions/>
<https://illinoisstate.edu/downloads/catalog/grad.pdf> (p.23)
<https://grad.illinoisstate.edu/students/forms/>

Technical Standards

- Q. <https://kinrec.illinoisstate.edu/downloads/Illinois-State-University-Master-of-Athletic-Training-Program-Technical-Standards.pdf>

Preceptor Content

Introduction

Welcome to the Illinois State University Master of Athletic Training (MAT) Program. The faculty want to sincerely thank you for agreeing to be a part of our program. The MAT Program, housed in the School of Kinesiology and Recreation, strives to provide students with comprehensive clinical education experiences to prepare them for many of the possibilities for employment following graduation. As a preceptor, you provide a crucial role in facilitating the clinical education for our students.

Purpose

The purpose of this manual is to provide the preceptor with information, guidelines, and policies for academic and clinical experiences in the MAT Program. This handbook is to be used as a reference manual for both preceptors and students involved with the MAT Program. While an effort has been made to include as much pertinent information as possible, it is nearly impossible to address every possible issue, situation, or circumstance that might be encountered. Preceptors are expected to use sound reasoning and professional judgment in dealing with situations or issues that are not addressed in this manual. It is the responsibility of the preceptor to consult with the Program Director or Clinical Education Coordinator on any issues in question.

Preceptor Requirements, Responsibilities, and Expectation

Preceptors function to supervise, instruct, and mentor students during clinical education in accordance with the program's policies and procedures and CAATE standards. Preceptors assess students' abilities to meet the curricular content standards (standard 46). Preceptors (standard 45) are health care providers whose experience and qualifications include the following:

- Licensure as a health care provider, credentialed by the state in which they practice (where regulated)
- BOC certification in good standing and state credential (in states with regulation) for preceptors who are solely credentialed as athletic trainers
- NPI number with appropriate health care field designation
- Planned and on-going education for their role as a preceptor
- Contemporary expertise as defined as:
 - Knowledge and training of current concepts and best practices in routine areas of athletic training, which can include prevention and wellness, urgent and emergent care, primary care, orthopedics, rehabilitation, behavioral health, pediatrics, and performance enhancement. Contemporary expertise is achieved through mechanisms such as advanced education, clinical practice experiences, clinical research, other forms of scholarship, and continuing education. It may include specialization in one or more of the identified areas of athletic training practice. An individual's role within the athletic training program should be directly related to the person's contemporary expertise.

Supervision

Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills as well as the context of care. Preceptors must be onsite and have the ability to intervene on behalf of the athletic training student and the patient. Supervision also must occur in compliance with the state practice act of the state in which

the student is engaging in client/patient care. If the patient/client care is occurring via telehealth or telemedicine, the preceptor must concurrently monitor the patient/client care through appropriate telecommunication technology.

Assignment of Students

Student clinical education assignments are based on multiple factors, including ensuring students have variety in the clinical education settings, patient populations, and health conditions commonly seen in AT practice (Standard 17, 18). Additionally, the capacity of the preceptor and clinical site are considered when making assignments (Standard 47). Beginning in the first fall semester, the CEC meets with students to discuss future career goals and these are considered as part of clinical assignments. Prior to finalizing clinical assignments, CEC will often consult with the preceptors.

Clinical Education

The AT program strives to provide athletic training clinical experiences in a logical progression with ample opportunities for increasingly complex and autonomous patient care. Additionally, clinical education assignments are developed to allow for clinical practice opportunities with varied client/patient populations. At a minimum, these populations must include clients/patients:

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

Throughout the 2-year program, students will gain experience with patients with a variety of health conditions commonly seen in athletic training practice. Athletic trainers routinely practice in the areas of prevention and wellness, urgent and emergent care, primary care, orthopedics, rehabilitation, behavioral health, pediatrics, and performance enhancement. Within these areas of athletic training practice, the athletic training clinical experience provides students with opportunities to engage with patients with emergent, behavioral (mental health), musculoskeletal, neurological, endocrine, dermatological, cardiovascular, respiratory, gastrointestinal, genitourinary, otolaryngological, ophthalmological, dental, and environmental conditions. When specific opportunities are not possible, programs may use simulation to meet portions of this standard. Students must have adequate patient/client interactions (athletic training clinical experiences) to prepare them for contemporary clinical practice with patients with a variety of health conditions commonly seen in athletic training practice.

Clinical Hour Requirements

Course	Semester	Minimum Hours	Maximum Hours
KNR 492a01: Practicum in Athletic Training 1	Fall 1	150	300
KNR 492a02: Practicum in Athletic Training 2	Spring 1	150	375
KNR 492a03: Practicum in Athletic Training 3	Summer 2	75	225

KNR 492a04: Practicum in Athletic Training 4	Fall 2	250	450
KNR 498a12: Clinically Integrated Experience	Spring 2	400	500

Days Off

Students are expected to be regularly engaged in clinical education. To that end, athletic training student must be scheduled **at least one day off per week** during the clinical experiences. It must be noted that many times more than one day off may be available when clinical education opportunities are light. The AT student may also ask for time off from their clinical assignment if necessary. However, it is expected that the student request time off at least 2-3 days in advance in case students need to be rescheduled. It is the expectation of the AT Program that the days-off policy is followed during non-required educational experiences, including, but not limited to pre-season camps, university holidays/breaks, or during post-season play that extends beyond the university calendar.

Non-required Educational Experiences:

It is recognized that opportunities for clinical experiences may arise for athletic training students that are not a part of their formal or required program of study. The MAT Program encourages students to take advantage of those opportunities whenever it is possible and appropriate for them to do so.

1. Athletic training students who find opportunities working with sports medicine clinical, professional sports teams, or any other off-campus organization work under the policies and procedures of that organization. Unless specifically arranged as an internship with course credit, the arrangement is strictly between the organization and the student.
2. These experiences are voluntary and not part of supervised clinical educational experiences associated with the MAT program.

Clinical Proficiencies

Students will be formally evaluated by their clinical instructor regularly throughout the semester. Each course within the academic sequence will have module assignments that are linked with specific competencies/proficiencies. These assignments will be due at predetermined times throughout each semester and noted on the respective course syllabus. Some modules will require students to demonstrate skills, discuss topics, and/or answer questions related to the content contained in the competency/proficiency. Your signature on the module will indicate the student has met the standards for the assignment. **It is the student's responsibility to set up a time to complete the proficiency evaluation with the preceptor.** To prevent students from waiting until the last minute to complete modules, there will be limits on the number of modules that can be completed in a given week. This will encourage proper timing and prevent students from delaying assignment completion.

Evaluations

Preceptors will be required to complete evaluations on each student they supervise. Evaluations will be conducted at the mid-term of the semester and at the end of the rotation. These evaluations **must be reviewed with and signed by the student** prior to turning them in.

Clinical Site Visits

The Clinical Education Coordinator will complete regular site visits throughout the rotation. The purpose of these visits is to observe the athletic training student in the clinical setting and to communicate with the preceptor. If the preceptor has any issues or problems, they may contact the clinical education coordinator at any time to set up a meeting.

Preceptor Discretion

As stated previously, this manual is unable to address all situations or circumstances that may arise in clinical education. We encourage you to set the students up for success by establishing clear expectations for all aspects of the experience including, but not limited to, appearance/dress, assignment of schedules, and clearly defined site-specific policies and procedures. The MAT has general policies related to [Athletic Training Clinical Experiences](#), but if your site-specific policies differ, please communicate this to both the student and the CEC.

Appendix A: Technical Standards

Illinois State University Master of Athletic Training Program Technical Standards

The athletic training program at Illinois State University is rigorous and intense, requiring specific requirements and demands for the students enrolled. An objective of the 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 program establish the essential qualities considered necessary for students admitted to achieve the knowledge, skills, and competencies of an entry level athletic trainer, as well as meet the expectations of the program's accreditation agency, the Commission on Accreditation of Athletic Training Education (CAATE). The following abilities and expectations must be met by all students admitted to the program, with or without reasonable accommodations.

Motor Function

1. Sufficient postural and neuromuscular control/stamina, sensory function, and coordination to perform appropriate physical examinations using accepted techniques.
2. Accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to respond to a potentially catastrophic injury (e.g., in-line stabilization of cervical spine, airway management and treatment, and cardiopulmonary resuscitation).

Communication

1. The ability to understand and speak the language at a level consistent with competent professional practice.
2. The ability to communicate effectively and sensitively with patients, colleagues, and other health care professionals, including individuals from different cultural and social backgrounds (in verbal and written form).
3. The ability to record the physical examination results and treatment plan clearly and accurately.
4. The ability to establish rapport with patients and communicate judgments and treatment information effectively.
5. Read and interpret written work within the field (i.e. patient notes, journal articles) communicate in writing, and demonstrate computer literacy.

Intellectual Abilities

1. The 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.

Behavioral and Social Attributes

1. The ethical behavior of a working professional both inside the classroom and during clinical education.
2. The appropriate affective skills, flexibility, and ability to adjust to changing situations and uncertainty in clinical situations, as well as the demeanor, and conduct that relate to professional education and quality patient care.
3. The ability to use sound judgement, develop professional relationships with patients.
4. The capacity to maintain composure and continue to function well during periods of stress and tolerate physically and mentally taxing workloads.
5. The perseverance, diligence, and commitment to complete the athletic training program as outlined and sequenced.

As a student enrolled in the MAT program at Illinois State University, I understand these Technical Standards are required to be met, with or without a reasonable accommodation. A student who self-identifies with a disability can request reasonable accommodations that will not alter the fundamental requirements of the coursework/program or jeopardizing clinician/ patient safety. Students must request accommodations and present appropriate documentation to Student Access and Accommodation Services to determine eligibility. For more information please visit their website (<https://studentaccess.illinoisstate.edu/>) or call to schedule an appointment (309 438-5853).

I certify that I have read and understand the academic and technical standards listed above for the MAT program at Illinois State University and I believe to the best of my knowledge that I meet each of these standards with or without reasonable accommodations.

Printed Name	Signature	Date
--------------	-----------	------

Appendix B: Program Costs

	Clearances	Expires	Required ?	Cost	Comments
Admission	Application	N/A	Yes	\$50	https://illinoisstate.edu/apply/fee-waiver/
	Technical Standards	Valid through program	Yes	\$0	To be completed by the start of KNR 402 https://kinrec.illinoisstate.edu/downloads/Illinois-State-University-Master-of-Athletic-Training-Program-Technical-Standards.pdf
	BBP Training	Annually	Yes	\$0	Complete annually by August 1
	FERPA/HIPAA Training		Yes	\$0	Completed through ReggieNet
	Immunization Records	Valid through program	Yes	varies	Students must submit required immunization history form through Student Health Services https://healthservices.illinoisstate.edu/medical-services/Immunization%20Form%20Nov%202018.pdf
	Professional Liability Insurance	Valid through program	Yes	\$0	Professional liability insurance provided by the university as part of enrollment in professional practice courses
Tuition	Tuition and Fees	N/A	Yes	Link	https://studentaccounts.illinoisstate.edu/billing/graduate-tuition/
	Refund Policy	N/A	N/A	Link	https://studentaccounts.illinoisstate.edu/billing/refunds/
Background	Criminal Background Check	Valid through program	Yes	\$36	Completed through Bushue Background Screening Link
Safety	Emergency Cardiac Care certification	Date on card	Yes	\$0	Initial certification occurs as part of KNR 401 (cost included in course materials fees-see below)
	ISU Student ID	Valid through program	Yes	\$0	Available through the Redbird Card Office https://redbirdcard.illinoisstate.edu/ Replacement fees for lost or damaged cards do apply
Progr	Clinical education travel	N/A		Varies	Students are responsible for travel costs associated with attending clinical education

	Typhon subscription	Annual	Yes	\$0	One-time per student license fee is required. Fee is charged through KNR 402
	Professional Attire	Annual	Yes	\$50	Students are required to abide by the program dress as detailed in the <i>MAT Program Handbook</i>
	Professional Equipment	Initial entrance	No	\$40	Approximate cost for ancillary materials that may be relevant to clinical education experiences
	NATA Student Membership	Year 2	Yes	\$85	Covers state, district, and national dues
	BOC Self-Assessment	Year 2	Yes	\$30 per attempt	Part of KNR 498A12; Minimum of 1 attempt required
	Professional Meeting Attendance	Year 2	Yes	Varies	Each student is expected to attend one professional meeting during the program. Costs vary based on location, registration, meals, and housing.
	BOC Exam	Year 2	Yes	\$365	https://bocatc.org/candidates

