KINE 5224
Clinical Practicum V
Fall 2019
Friday
8:00-10:00 AM
Room: PEB 202

Instructor: Meredith Decker-Hamm, MS, ATC, LAT, PES
Office: PEB 112 F
Office Phone: 817-272-6307
E-mail: mdecker@uta.edu
Office Hours: By appointment


Supplemental Texts: Previous Textbooks & Course Packs from ATP courses
BOC Candidate Resources: http://www.bocatc.org/candidates
NATA Code of Ethics: http://www.nata.org/codeofethics

Prerequisite: KINE 5120; 5130/5221; 5140/5222 or permission from the instructor.

Purpose: Classroom and clinical experiences designed to provide students the opportunity to evaluate their strengths and weaknesses related to the Entry Level Athletic Training Competencies and Clinical Proficiencies as they prepare for the Texas Department of Licensing and Regulation State Licensure Exam and Board of Certification exam. Students are required to complete 275 hours of clinical experience performed under the supervision of a Clinical Preceptor.

Student Learning Outcomes: This course will prepare the students for the following:

- Assessing and analyzing components of a question on a comprehensive exam
- Utilizing multiple forms of test taking strategies when taking written comprehensive exams (Capstone, BOC, LAT)
- Eligibility to take the Capstone, BOC, and LAT exams

Athletic Training Competencies: This course will address the following Athletic Training Educational Competencies (NATA, 5th ed.) will be instructed and evaluated in KINE 5224: CIP – 1, 3, 4, 9

Methods of Evaluation:
Grading Scale: A = ≥90%; B = 80-89%; C = 70-79%; D = 60-69%; F = < 60%
Course Evaluation (subject to change):

<table>
<thead>
<tr>
<th>Clinical Requirements:</th>
<th>Points Possible (57.5%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Education Hours*</td>
<td>5%</td>
</tr>
<tr>
<td>Clinical Attendance</td>
<td></td>
</tr>
<tr>
<td>Time Logs</td>
<td></td>
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<tr>
<td>Case Logs</td>
<td>5%</td>
</tr>
<tr>
<td>Clinical Performance Evaluations*</td>
<td>25%</td>
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<tr>
<td>- Midterm (CP assessment) - 2.5%</td>
<td></td>
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<tr>
<td>- Final (CP assessment; includes Milestones) - 15%</td>
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<tr>
<td>- Clinical Proficiencies – 7.5%</td>
<td></td>
</tr>
<tr>
<td>ATS submission of completed clinical requirements &amp; paperwork (CPR renewal, clinical liability insurance, goals, schedule agreement, CP evaluations, mentoring forms, etc)*</td>
<td>10%</td>
</tr>
<tr>
<td>Supplemental Education Units (SEU's)*</td>
<td>2.5%</td>
</tr>
<tr>
<td>Special Events*</td>
<td>2.5%</td>
</tr>
<tr>
<td>Interprofessional Education (IPE)</td>
<td>2.5%</td>
</tr>
<tr>
<td>Standardized Patient Assessment*</td>
<td>5%</td>
</tr>
<tr>
<td>Course Requirements:</td>
<td>Points Possible (42.5%)</td>
</tr>
<tr>
<td>Assignments &amp; Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Van Ost BOC Prep Book</td>
<td>7.5%</td>
</tr>
<tr>
<td>Capstone Exam*</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

* All items with a star must be completed to earn a course grade. If not completed by the due date, the student will earn an “I” for the course and a deduction in 5 percentage points will apply to the overall grade.

Cell Phone Policy
No cell phones in class for verbal or text message conversations. Please turn them off or silence them during our class period. Cell phone use during class will follow the same penalty guidelines as being absent. You will receive 2 warnings. The third warning will result in the drop of your grade by one letter (i.e., A to B, B to C, etc.).

Attendance Policy
Students are expected to be in attendance for each class meeting. If a student has a university-approved excuse, arrangements may be made prior to the missed day. If a student is sick, then a doctor’s note must be provided. A second unexcused absence will result in a student’s grade to be dropped by one letter grade. If a student is late to class more than 1 time, the 2nd late arrival will be counted as an unexcused absence.

Submission of Course Materials
Any course work submitted during class time or another course’s scheduled time will result in the grade of a zero for that assignment, quiz, etc. Doing class work in other courses is unacceptable.
All course materials should be completed independently unless indicated as a group assignment by the course instructors. Any suspected collusion or cheating on a course requirement will be forwarded to the Office of Student Conduct for review, which may be accompanied by grade and/or disciplinary actions.
Late submissions – All course materials that are submitted past the designated due dates/times will receive a 20% deduction from the associated grade for each day late.
KINE 5224: Tentative Course Schedule

Note: the instructor of this course reserves the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Materials Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23</td>
<td>Course Overview; Introduction to the BOC and LAT Exams; Self-Assessment</td>
<td></td>
</tr>
<tr>
<td>8/30</td>
<td>Test Taking Strategies; Where to Start Studying</td>
<td>Study Calendar Due</td>
</tr>
<tr>
<td>9/6</td>
<td>Role Delineation Study; BOC Handbook and Resources</td>
<td>Van Ost Group 1 Due</td>
</tr>
<tr>
<td>9/13</td>
<td>BOC Review: Evidence Based Practice</td>
<td>EBP Study Plan Due; Van Ost Group 2 Due</td>
</tr>
<tr>
<td>9/20</td>
<td>BOC Review: Psychosocial Strategies &amp; Referral</td>
<td>PSY Study Plan Due</td>
</tr>
<tr>
<td>9/27</td>
<td>BOC Review: Clinical Examination &amp; Diagnosis</td>
<td>Domain 2 Quiz; CE Study Plan Due; Van Ost Group 4 Due</td>
</tr>
<tr>
<td>10/4</td>
<td>BOC Review: Clinical Examination &amp; Diagnosis</td>
<td>Domain 1 Quiz; PHP Study Plan Due; Van Ost Group 3 Due; Mentoring Report due by 10/11</td>
</tr>
<tr>
<td>10/11</td>
<td>BOC Review: Prevention &amp; Health Promotion</td>
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</tr>
<tr>
<td>10/18</td>
<td>BOC Review: Acute Care</td>
<td>Domain 3 Quiz; AC Study Plan Due; Van Ost Group 5 Due</td>
</tr>
<tr>
<td>10/25</td>
<td>BOC Review: Therapeutic Interventions</td>
<td>Domain 4 Quiz; TI Study Plan Due; Van Ost Group 6 Due</td>
</tr>
<tr>
<td>11/1</td>
<td>BOC Review: Therapeutic Interventions</td>
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</tr>
<tr>
<td>11/8</td>
<td>BOC Review: Professional Development</td>
<td>PD Study Plan Due; Van Ost Group 7 Due</td>
</tr>
<tr>
<td>11/15</td>
<td>Overall Review &amp; Prep for the Capstone</td>
<td>Van Ost Group 8 Due</td>
</tr>
<tr>
<td>11/22</td>
<td>CAPSTONE EXAM (8am – 12pm)</td>
<td>Test Prep Corrections Due</td>
</tr>
<tr>
<td>11/29</td>
<td><strong>THANKSGIVING BREAK– NO CLASS</strong></td>
<td>Mentoring Report Due by 11/27</td>
</tr>
</tbody>
</table>

*Clinical Education requirements and due dates can be found below.

Van Ost Groupings
Specific due dates can be found in the ‘Course Schedule’ above.
Group 1: Human Anatomy, Human Physiology, Exercise Physiology, Biomechanics, Nutrition, Physics
Group 2: Pharmacology, Psychology (MC & T/F), EBP (MC & T/F)
Group 3: Domain 1 (MC & T/F)
Group 4: Domain 2 (MC & T/F)
Group 5: Domain 3 (MC & T/F)
Group 6: Domain 4 (MC & T/F)
Group 7: Domain 5 (MC & T/F)
Group 8: Applied Decision Making, Critical Thinking

Test Prep Corrections: The ATS will identify 10 questions from Group 1, Group 2 and each domain to use for test prep corrections (a grand total of 70 corrections). The test prep corrections will either be a question the student got wrong or a term they could not recall. For each test prep correction, the student will seek out a resource (textbook, position statement, etc) to use as a reference for the correction. The correction should include definitions, explanations, or any other information that the student deems important to enhance understanding of the topic. Explanations of test prep corrections will be provided on Blackboard.
Methods of Evaluations - Course Requirement Policies:

Assignments and Quizzes: Various assignments and quizzes will be given throughout the semester that are related to BOC test prep. Assignment instructions will be given or posted with each assignment. Quizzes will be announced in advance and will require students to bring their laptops or electronic devices that are equipped with Respondus Lockdown Browser. There will be no quiz retakes if a quiz is missed, unless the absence is excused and communicated prior to the scheduled quiz. An unexcused absence or failure to communicate prior to the scheduled quiz will result in the grade of a zero. Late arrivals to a quiz will result in the grade of a zero.

Van Ost BOC Prep Book: The exam study guide book will be submitted at various times throughout the semester. Specific instructions, sections and due dates and are designated in and below the course schedule. Books are to be turned in at the start of class for grading. Any book turned in late, including those retrieved after class, will result in a loss of 20% of the grade for each day late.

Study Plans: Students will be required to submit a study plan for each section of the course (as indicated on the course schedule). A study plan template will be given, but students are encouraged to design a plan according to their needs, as long as it addresses certain components indicated by the instructor.

Capstone Exam
Overview: The Capstone exam is a program and graduation requirement, as well as a course requirement in KINE 5224 and 5225 (see below for breakdown in each course). It contains 8 domains that govern clinical practice for the athletic trainer, as designated by the NATA Educational Competencies and 7th edition Practice Analysis.

Domains on Capstone & Associated Faculty

1. Evidence Based Practice (EBP) – Dr. Laura Kunkel
2. Prevention and Health Promotion (PHP) – Dr. Cindy Trowbridge
3. Clinical Examination & Diagnosis (CE) – Meredith Decker-Hamm
4. Acute Care of Injuries and Illnesses (AC) – Dr. Laura Kunkel
5. Therapeutic Interventions (TI) – Dr. Cindy Trowbridge & Meredith Decker-Hamm
6. Psychosocial Strategies and Referral (PS) - Dr. Laura Kunkel
7. Healthcare Administration (HA) – Dr. Paul Krawietz
8. Professional Development and Responsibility (PD) – Dr. Paul Krawietz

KINE 5224 Requirements
The Capstone exam will be taken during the Fall of Year 2 within the KINE 5224 course. Students must score ≥75% to have passed the exam. There will not be any rounding up of final grades on the exam. Capstone requirements continue into the Spring of Year 2, within the KINE 5225 course, and are based on the status of a passing or failing exam grade.

KINE 5225 Requirements
**For those students that did pass the capstone exam in the Fall semester**

**Must be done before getting approval from Dr. K to take the BOC

- Review the capstone exam
- Identify personal weaknesses, aka “themes” missed
- Create a self-analysis for all domains
  - Prioritize domains from weakest to highest
  - Include missed topics or themes
Identify weakness in answering questions (not content related)

• Come up with a plan of action to address these areas in need of further review
  - Submit plan to Meredith for review (the plan will be part of a grade for KINE 5225)
  - Once the plan is received, Meredith will notify Dr. K so he can approve the BOC application to be moved forward when it is submitted by each individual student

**For those students that did not pass the capstone exam in the Fall semester**

Students will have to undergo structured remediation for all domains below 75% within the Capstone exam. Students can begin remediation at the end of the Fall semester, but a majority of the remediation process will take place in the Spring semester. Approval to take the BOC will not be given until the Capstone exam is passed. **The January/February BOC test window will not be available for students that did not pass the Fall Capstone exam.**

For the Structured Remediation, the following steps MUST be completed in order:

1. Review the capstone exam
2. Develop a self-analysis related to your strengths and weaknesses in each domain below a 75% (this should not be solely focused around the capstone exam, but should encompass the whole domain)
   a. Review your self-assessment from KINE 5224
   b. Identify personal areas of weakness (themes; content; anatomy, etc...)
   c. Prioritize domains from weakest to highest. Include missed topics or themes. Identify weakness in answering different question types from the capstone (not content related).
3. Schedule an appointment with each designated faculty member for each domain below a 75%
   a. Suggest a meeting time and be prepared to meet for 30 minutes to 1 hour. (This is not a drop-in appointment).
4. Bring completed self-analysis & remediation packet
5. Complete remediation plan including study plan and plan potential remediation quiz dates with each faculty member
6. Carry out your study plan for each capstone domain
7. Schedule remediation quiz(izes) based on your readiness to complete capstone domain by passing quiz with greater than 80%. In order to take a domain quiz, you must complete any work assigned by the faculty member.
   a. If a remediation quiz is not passed, the student must reattempt the quizzes until an 80% is reached. If a quiz is not passed, the student cannot take a retake quiz any earlier than one calendar day after the failed attempt. Ultimately, the retake timeline of a quiz is at the discretion of the faculty member overseeing the domain.
8. Once the full remediation plan is completed (each domain has been passed), submit the packet to Meredith for review (the plan will be part of a grade for KINE 5225).
9. Schedule capstone retake on or before March 30th
   a. There must be at least 5 days between passing the last quiz and taking the capstone. This is done to ensure general study time for the capstone exam.
   b. Therefore, if you are still taking remediation quizzes for a capstone domain the week prior to March 30th, you MUST consider that you may not pass the quiz and you may NOT be allowed to retake and execute a passing score on the quiz within the time frame required to arrange for a time to complete your capstone retake on or before March 30th.
   c. See results related to your completion of Capstone B
      i. *Failure to take Capstone B
      ii. **Not passing Capstone B

*Failure to retake the capstone exam on or before March 30th will result in a zero for Capstone B in KINE 5225. The consequences of a zero are quite serious as it can drop your total grade below a C in KINE 5225, which is
considered a non-passing grade. If you earn a C or lower, you will need to retake KINE 5225 the next calendar year (delaying your graduation at least 1 year). In the end, a Capstone B will still need to be completed and passed that following spring if you are seeking approval to take the BOC exam.

** If you do not pass Capstone B with a score of ≥ 75%, you will need to attempt Capstone C on or before the last day of spring classes (usually the first week of May). Failure to pass Capstone C with a score of >75%, will result in a grade of an “I” for KINE 5225, which will prohibit you from walking at the spring graduation and matriculating with your classmates.

- Failure of capstone B results in you repeating the **Structured Remediation** described above.
  - Scheduling of the capstone will still only occur after successful completion of all remediation quizzes and faculty member approval.
    - Once the capstone has been successfully completed (a score of > 75%), the grade in KINE 5225 will be changed from an “I” to the letter grade the student earned and the student will be able to apply for graduation at this time. However, the ATS not be graduating with their classmates and their graduation will be delayed until August or December. Please note at this time UT-Arlington does not hold a summer ceremony. Failure to take or pass the capstone within a year will result in the grade in KINE 5225 automatically changing to an “F”, which signifies that the ATS has NOT completed the MS in Athletic Training and will not be allowed to graduate until the course is repeated in the spring of the following year.

**Methods of Evaluations - Clinical Policies:**

**Clinical Education Hours, Attendance & Time Logs**

**Clinical Hours:** This course requires the completion of minimum 275 clinical education hours (max 500 hours) at an approved clinical education site.

Clinical Rotation Duration: August 21, 2019 - December 4, 2019

**A minimum of 15 hours per week throughout the duration of the semester must be accrued by each student each week throughout the duration of the rotation. Further details of the student’s clinical schedule is agreed to by the student, Clinical Preceptor, and Clinical Education Coordinator in the Clinical Schedule Agreement document. If a student does not think they’ll get 15 hours in a week, they need to contact the CEC to make arrangements for other clinical experiences.

Failure to complete 15 hours in a given week will result in a 1% deduction in the grade for this requirement. Multiple point deductions may occur in conjunction with multiple violations.

All clinical hours must be completed and submitted on Typhon by Wednesday, December 4, 2019 by 11:59PM.

Hours that are obtained at another clinical affiliated site, other than the one a student is directly assigned to, need to be approved by the CEC with written or email verification. Failure to meet the semester minimum of hours by the last day of classes will result in the grade of an “incomplete” in the course, a deduction in 5% of the overall course grade, and will prohibit the student from progressing in the program until clinical hours are completed.

**Clinical Attendance:** Attendance at a clinical rotation is mandatory on clinical immersion days and throughout the entirety of the full-time immersion period. Each student’s schedule will vary depending on their site/sport assignment. Absences at a clinical site will be treated in the same way as they are for missing class.

All absences from a clinical site must be approved by the Clinical Preceptor. Any long-term absence, more than a day, must be approved by the Clinical Education Coordinator. “Excused” absences are at the discretion of the
CP, and include, but are not limited to jury duty, an illness (accompanied by a doctor’s note), military service, and family emergencies.

Any other absence, or those that are not deemed “excused” by the CP, will be considered personal absences. Each student is limited to (2) personal absences per semester.

ALL absences, both excused and personal, must be accompanied by written communication with the student’s CP and CEC no less than 48 hours prior to the absence (unless an unexpected medical or family emergency arise). If a medical injury or illness occurs, an appropriate doctor’s note must be provided to the CP and CEC. The note must be signed by the healthcare provider treating the student and must include the student’s name, date of treatment, condition being treated/reason for absence, and all necessary contact information for the clinic and healthcare provider. If a long-term medical illness or injury arises that will result in a prolonged period of absences, more than a day, a doctor’s note will need to be provided to the CEC explaining the length of time the student is expected to be absent.

Loss of points will be due to: a student exceeds (2) personal absences; a student does not communicate with the CP about an absence prior to 48 hours; and other violations of this policy. For each violation, a student will lose 1% of this section of the clinical grade, up to a maximum of 5%. Multiple offenses may result in a Digression Report.

**Time Logs**: Each student is to record his or her daily hours using the Typhon software. Hours must be recorded within 7 days of completion. Students who fail to log hours on required clinical days will receive a deduction in ½% for this requirement for each day that is not logged up to a maximum of 5%. Falsifying clinical hour entries will result in disciplinary action.

_Logging “Off Days”:_

Students must log “off” days when missing a required day (immersion days and Fridays), and must indicate whether the day off was approved. Examples of approved days off include illnesses, preceptor traveling with a team, family emergencies, etc. For each day off that is not approved by the CEC and/or not logged in Typhon, students will receive 1% deduction from the course grade, up to a maximum of 5%.

**Case Logs**

Students are required to maintain a complete log of all patients they encounter at a site in which they partially or fully participated in patient care. Each student is to record his or her daily patient encounters using the Typhon software. Case logs must be recorded within 7 days of completion. Students must log a minimum of 12 case logs in a week (Monday-Sunday), with only 6 required in shorter weeks (i.e. week of Thanksgiving). If a student does not think they’ll get 12 case logs in a week, they need to contact the CEC to make arrangements for other clinical experiences. Group encounters will only count as 1 case log. Failure to do so will result in a deduction in 1% for this requirement for each violation. Falsifying case log entries will result in disciplinary action.

**Clinical Performance Evaluations**

_Midterm and Final Evaluations_: The grades associated with these evaluations will be determined by the Clinical Preceptor, based off of the ATS’ performance at the clinical site.

_Clinical Proficiencies_: Each student is required to complete clinical proficiencies each semester that coincides with information instructed on in previous semesters. This document is to be completed and submitted by 4pm on the last day of classes and is submitted with a paper copy. An overall grade of for each proficiency will
be given, but the total of those grades for all required CIPs will go towards the final grade for Proficiencies. If a student receives a score below an 80% on a proficiency, he or she will have to remediate that proficiency in the following semester. Failure to complete any proficiencies will result in an “Incomplete” in the course until the skills are completed and a 5% deduction in overall course grade.

**ATS Submission of Completed Clinical Requirements & Paperwork**

**Clinical Schedule Agreement:** An agreement is to be submitted at the start of each new rotation within one week of the start date of the clinical rotation. This agreement binds the student to a rough weekly schedule and minimum weekly hour requirement. A specific schedule will be made and maintained through the full-time immersion period. Failure to comply with either of these requirements will result in a 1% deduction in this grade for each offense, along with possible disciplinary action. In addition, submission of the schedule agreement after the due date will result in a 2% deduction in the course grade for this requirement.

**Clinical Orientation Checklist:** Per CAATE standards, orientations must occur before students can encounter patients at the site. This checklist must be submitted on Typhon no later than the first day of a student’s clinical rotation. Failure to do so may result in removal from the clinical site and this will result in a 2% deduction in the course grade for this requirement.

**Clinical Education Documentation & Requirements (Evaluations, Goals, etc):** Clinical Goals are due within a week of a start date at a clinical site. A minimum of 4 goals are required for each rotation and must be formatted as SMART Goals. All documentation is to be submitted on Typhon or to the CEC in a timely manner. Documentation that is submitted late will result in a 2% deduction in the course grade for this requirement. Multiple late submissions may result in further disciplinary actions.

**Midterm Evaluation Due Dates:** by 11:59pm on Friday, October 18, 2019

**Final Evaluation Due Dates:** by 11:59pm on Wednesday, December 4, 2019.

**CP’s will have the same due dates as their assigned student(s)**

**CPR Renewal, BBP Training, Clinical Liability Insurance, etc:** These requirements are the responsibility of the ATS. The ATS will not be able to attend the clinical site if these requirements are not completed and this will result in a 2% deduction in the course grade for this requirement.

**Mentoring Meetings:** Students will be required to meet with their mentee(s) at least one time by 10/11 and another time between 10/11 and 11/27. A Canvas submission of the mentoring form must be signed and completed by all students in the mentoring group by 11:59pm on the due date.

**Incomplete Paperwork:** Students are expected to turn-in fully completed paperwork (schedule agreements, orientation checklists, CIPs, etc). If paperwork is not complete upon submission, the instructor will return to the student for completion and a ½% grade deduction will occur.

**Student/Clinical Preceptor Assignments:**

MSAT students must submit midterm and final evaluations on ALL CP’s listed alongside their name below:

<table>
<thead>
<tr>
<th>MSAT Student</th>
<th>Clinical Sites</th>
<th>Clinical Preceptors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan Edwards</td>
<td>UTA Volleyball</td>
<td>Gina Giammanco</td>
</tr>
<tr>
<td>Bethany Garrison</td>
<td>UTA Softball</td>
<td>Alex Dreher</td>
</tr>
<tr>
<td>Hannah Gartman</td>
<td>UTA MBB &amp; Movin Mavs</td>
<td>Chris Marrs &amp; Lauren Wernet</td>
</tr>
<tr>
<td>Name</td>
<td>School/Program</td>
<td>Mentors/Coaches</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Yesenia Hernandez</td>
<td>SMU Football</td>
<td>Jared Contreras, Steve Plourde, JJ Bonk</td>
</tr>
<tr>
<td>Bailey Johnson</td>
<td>Irving HS</td>
<td>Casey Elder</td>
</tr>
<tr>
<td>Katie Jordan</td>
<td>Euless Trinity HS</td>
<td>Trina Hughes, John Burnett</td>
</tr>
<tr>
<td>Sammy Lopez</td>
<td>Arlington Bowie HS</td>
<td>Steve Guadalupe</td>
</tr>
<tr>
<td>Joshua Peralta</td>
<td>UTA Baseball</td>
<td>Jarod Lenahan</td>
</tr>
<tr>
<td>Jessa Salinas</td>
<td>Irving Nimitz HS</td>
<td>Cassie Shoultz</td>
</tr>
<tr>
<td>Sarah Seedle</td>
<td>Irving MacArthur HS</td>
<td>Eren Cruz, Matt Reames</td>
</tr>
<tr>
<td>Andrew Smith</td>
<td>Arlington Martin HS</td>
<td>Joey Pena, Johne' Booty</td>
</tr>
<tr>
<td>Britany South</td>
<td>Greenhill School</td>
<td>Matt Blimline, Kasey Zibton</td>
</tr>
<tr>
<td>Taylor Templin</td>
<td>South Grand Prairie HS</td>
<td>Lance Gholston, Jessica Maceyra, TJ Swain</td>
</tr>
<tr>
<td>Olivia Triplett</td>
<td>UTA Track &amp; Field</td>
<td>Lauren Jordan</td>
</tr>
<tr>
<td>Cody Wimpee</td>
<td>UTA Track &amp; Field</td>
<td>Lauren Jordan</td>
</tr>
<tr>
<td>I Te (Edward) Yu</td>
<td>UTA WBB</td>
<td>Tasha Koontz</td>
</tr>
</tbody>
</table>

**Supplemental Education Units (SEU's):** There are a variety of continuing education opportunities offered each semester through the Department of Kinesiology, the Athletic Training Education Program, Ben Hogan Sports Medicine, and many other sports medicine institutions or organizations. You are expected to obtain a minimum of 5 contact hours of continuing education outside of scheduled class activities. Opportunities will be posted as they are developed. These continuing education hours must be documented on the SEU Documentation Form found on Typhon. Note: Documentation verifying your attendance must be attached to the SEU Documentation Form (i.e. CEU certificate, registration confirmation for a large conference, or a signed blank SEU form if a certificate is not available). All SEU’s require proof of purchase or attendance to count as credit towards the 5 total SEU’s needed in a semester. Only 1 hour of these SEU’s may be completed online. The SEU form and the associated attachments must be submitted by the last scheduled day of the clinical course. It is unacceptable to miss class to attend an SEU. If this occurs, the student will receive a ‘zero’ for the requirement. In these cases, no additional SEUs will be counted toward the course grade. A ½% deduction in the course grade will result for every day the form is late, up to a maximum of 2.5% from the total grade. The SEU breakdown is as follows:

1 SEU:
- Any 1-2-hour lecture/talk on or off campus
- Networking provided by the ATP (i.e. Airport pick-ups of NATA leaders)
- MSAT Interview Committee (1 SEU per day of attendance)

2 SEU’s:
- Any full day SEU event -multiple lectures/talks (i.e. one day of the DFW Symposium)

3 SEU’s:
- Attending a multi-day conference (i.e. SWATA Competency Workshop, DFW Symposium)

**Special Events:** Each student is required to complete three special events at an affiliated clinical site each semester. Two events will be “smaller” events and 1 event will need to be a “larger” event. These will be determined by the CEC and students will be notified when these opportunities come up. The student is to turn in the completed Special Event Form located in Typhon no later than one week after the event. Forms that are not completed or do not answer the questions asked will lose a ½% deduction in this course grade. A ½%
deduction in the course grade will result for every day the form is late, up to a maximum of 2.5% from the total grade. It is unacceptable to miss class to attend a special event. If this occurs, the student will receive a ‘zero’ for the requirement. In these cases, no additional special events will be counted toward the course grade.

Signing up for special events: To ensure all students are able to meet the requirement of 3 special events, you may only initially sign up for two special events. Once you have participated in your two required special events, you may sign-up for an open time slot within 48 hours of the event. You will also need to contact the supervising CP directly to inform them that you have signed up for the event.

Failure to attend an event that you signed up for will result in a zero for the grade for this requirement, as well as disciplinary action.

Sign up sheet:
https://docs.google.com/spreadsheets/d/1HDNqkGRwzWQDZAAorKrcZFOSp87Bim3p10EK09uSAQ/edit?usp=sharing

Interprofessional Education (IPE): All students will participate in an interprofessional education (IPE) workshop, during which they will have the opportunity to work with students from several other health and healthcare professions—physical therapy, physician assistant, medicine (MD and DO), nursing, social work, public health, and healthcare administration. More information as well as specific requirements will be provided on the course Canvas page.

Standardized Patient Assessments: All students will complete one standardized patient (SP) encounter. These will take place October 25th with debriefing to occur during lunch October 28th or November 1st with debriefing to occur during lunch November 4th. Students will sign up for one of these dates/debriefings. Students will also view their recorded SP encounter, complete a reflection, and will be graded by Dr. Kunkel. SP encounter sign-ups and more information will be provided on the course Canvas page.

MSAT Program Policy:
Master of Science in Athletic Training Program Retention Criteria and Policy:
MSAT students’ academic and clinical progress will be closely monitored each semester. In order to remain in the MSAT program, students must:

1. Maintain a cumulative GPA of 3.0 or higher.
2. Maintain a 3.0 GPA or higher in athletic training core courses.
3. Students may not earn a “C” grade or lower in any required course containing AT education competencies. Students who earn a grade of “C” or lower in any required course must meet with their academic advisor and petition to continue in the MSAT Program.

Any student who fails to meet the retention criteria will be placed on probation in the MSAT program. If standards are not met by the end of the probationary period, the student will be dismissed from the program. If allowed to repeat a course, the student must earn a grade of B or higher in order to remain in the program. Students will not be allowed to continue in the program until the course is repeated with a grade of a B or higher. For example, if a student earns a “C” in a course only offered in the fall semester, he/she must wait until the course is offered again (the next fall) before proceeding in the program.

Failure to repeat the course, or earn a grade of “B” or better, will result in dismissal from the program.
Students who do not gain good academic standing with the program in the semester following completion of the probation semester will be academically dismissed.

A student who has been dismissed for failure to maintain a GPA 3.0 may petition the AT Faculty Committee to continue in the program. See section below concerning petitions.*

4. Adhere to professionalism standards and documents cited in the MSAT Policies and Procedures Manual including but not limited to: the university's academic integrity policies, the NATA Code of Ethics, the BOC’s Standards of Practice, course syllabi, to the MSAT Policies and Procedures Manual, and to policies/regulations established at each assigned clinical site. Students with three professional conduct/digression reports may be suspended or dismissed from the program. If students have a history of professional conduct or behavior issues, with a written record of conduct warning or digression reports, and earn a “C” in a course, the student will be required to meet with the faculty to determine if the student can continue.

For minor professionalism infractions, the faculty/staff/preceptor will complete “Student Conduct Warning” form. If a student obtains 3 of these, he/she will be dismissed from the program (3 strike and you’re out rule).

For major professionalism offenses (serious offenses such as a confidentiality breach, etc.) a Student Conduct Digression Report will be completed the student may be dismissed from the program depending on the nature of the offense. The Athletic Training Program faculty committee will make the determination on whether or not the student can repeat the course and continue in the program.

*Petitions to Continue in the MSAT Program
Students who wish to submit a petition to continue in the MSAT Program must meet with their Academic Advisor. During that meeting, students should be prepared to discuss how/why plans to regain good academic standing during the probation semester were not successful and develop a specific plan for improvement. The student is responsible for submitting the petition electronically – the petition form is available at: https://grad.pci.uta.edu/students/petition/

The student’s petition to continue in the MSAT Program will be reviewed by the Athletic Training faculty committee. If the committee agrees to approve the student’s petition to continue, the Academic Advisor will work with the student to review/revise the student’s degree plan and assist with clearing the student for enrollment.

Expected Professional Behavior
Students are expected to adhere to the NATA Code of Ethics and to behave professionally, as described in the MSAT Policies and Procedures Manual. Failure to meet the above retention standards may result in probation, suspension, or termination from the MSAT Program.
University Academic Policies:

Expectations for Out-of-Class Study:
A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc. Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

Grade Grievances:
Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. For graduate courses, see Graduate Grading Policies. For student complaints, see Student Complaints.

Institution Information
UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the Institutional Information page (http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Attendance:
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructors of this course, we expect students to be in attendance for each class meeting. The course attendance policy is provided below. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Attendance Policy: There is a relationship between attendance and grades. Class attendance is expected except in the case of an excused absence. An excused absence is one in which the instructor is notified in advance of class through e-mail with a reason for the absence, and the instructor approves the absence as excused. Examples of absences that would be excused are a funeral for an immediate family member, a medical emergency in the immediate family, or personal illness or medical emergency (written proof of illness by the treating healthcare provider is required). In the case of an excused absence, the student is responsible for obtaining work missed in class, and every effort possible should be made to complete in-class assessments (i.e. quizzes) prior to the absence.

From time to time a student may be given the opportunity to travel with a team as part of their clinical experience. Team travel is a privilege that is earned through hard work and professionalism, and provides a valuable learning experience for students. Upon advanced notification, the instructor may approve absences for team travel when appropriate, however students must make up work ahead of time.
A student’s grade will be dropped by one letter grade if they have two or more unexcused absences. Unexcused absences are those absences that do not fall within the description of an excused absence (above). Being late to class is also unacceptable. If a student is late to class more than once, the second late arrival will equal one unexcused absence and will be recorded by the instructor at each class. Each late arrival after the second will continue to count as an unexcused absence. Chronic tardiness or absences are evidence that the student is not ready to become a professional (or to graduate).

Emergency Exit Procedures:
Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, which is located in the hallway leading to PEB 202. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Students should also subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at Emergency Communication System.

Student Success Programs:
UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring by appointment, drop-in tutoring, etutoring, supplemental instruction, mentoring (time management, study skills, etc.), success coaching, TRIO Student Support Services, and student success workshops. For additional information, please email resources@uta.edu, or view the Maverick Resources website.

The IDEAS Center (https://www.uta.edu/ideas/) (2nd Floor of Central Library) offers FREE tutoring and mentoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR):
The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the Writing Center (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see Writing Center: OWL for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza (http://library.uta.edu/academic-plaza) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation.

Kinesiology Librarian:
Peace Ossom Williamson- peace@uta.edu – 817-272-6208
Office: Central Library 214A

Research or General Library Help
Ask for Help
  • Academic Plaza Consultation Services (library.uta.edu/academic-plaza)
  • Ask Us (ask.uta.edu/)
  • Research Coaches (http://libguides.uta.edu/researchcoach)

Resources
KINE 5224
• Library Tutorials (library.uta.edu/how-to)
• Subject and Course Research Guides (libguides.uta.edu)
• Librarians by Subject (library.uta.edu/subject-librarians)
• A to Z List of Library Databases (libguides.uta.edu/az.php)
• Course Reserves (https://uta.summon.serialssolutions.com/#/course_reserves)
• Study Room Reservations (openroom.uta.edu/)

Emergency Phone Numbers
In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381.
Stop. Think. Protect Yourself. **You Have Choices.**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor.

This graphic provides each member of the UTA community with information and options for responding to an active threat. These options are not chronological, but are designed to address dynamic situations. Assess the situation (your location, the location of the threat, type of threat, etc.), identify and weigh your options, develop a plan of action and commit to it.

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**Your Options to an Active Threat**

**You Have Choices!**

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
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| **AVOID** | AVOID the situation. **Stay away** from the area and campus.  
- If you can safely leave the area, RUN.  
- Get others to leave the area, if possible.  
- Prevent others from entering the area.  
- Know your exit and escape options.  
- If in a parking lot, get to your car and leave.  
- If in an unaffected area, stay where you are.  
- When you are safe, call UTA PD at **817.272.3003** or **911** with information you have. |
| **DENY** | If you can’t leave the area safely, DENY or slow entry to the intruder:  
- Lock/barricade doors with heavy items.  
- Turn off lights/projectors/equipment.  
- Close blinds and block windows.  
- Stay away from doors and windows.  
- Silence phones and **remain quiet**. Don’t let your phone give you away.  
- HIDE and take cover to protect yourself.  
- Be prepared to run or defend yourself. |
| **DEFEND** | If you can’t AVOID or DENY entry to the intruder, DEFEND your location:  
- As a last resort, FIGHT for your life.  
- Use physical force and any weapons available - fire extinguishers, books, chairs, belts, umbrellas, pens/scissors, hot coffee/drinks, trash cans, etc.  
- Use the element of surprise.  
- Work together as a team. Develop a plan. Commit to your actions. Your life depends on it.  
- Be aggressive, loud, and determined in your actions. |

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**Follow ALL instructions.**

For more information, go to: [police.uta.edu/activeshooter](http://police.uta.edu/activeshooter)

Emergency: 817.272.3003  
Non-Emergency: 817.272.3381  
police.uta.edu

Additional information for active threat and other emergency situations can be found through the links below:

[police.uta.edu/activeshooter](http://police.uta.edu/activeshooter)

[police.uta.edu/em](http://police.uta.edu/em)

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