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KEAN UNIVERSITY
BS Degree in ATHLETIC TRAINING
HANDBOOK

INTRODUCTION

Welcome to Kean University. The Kean University Physical Education Department offers a BS degree in Athletic Training accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Graduating students qualify to take the Board of Certification Examination (BOC). Under the governance of the State Board of Medical Examiners, those New Jersey residents who pass the BOC Exam can qualify to be licensed and work as an athletic trainer in New Jersey.

The BS Degree in Athletic Training Program (Program) is a comprehensive educational experience consisting of a very vigorous academic schedule and an intense clinical education. In order to provide the candidate and student with the optimal experience in all phases of the Program, the following handbook was developed to provide guidelines which will be applicable during your educational experience at Kean University.

"Knowledge without experience is just information" (Unknown)

PROGRAM OBJECTIVES AND GOALS

The goals of the major are consistent with the goals and mission statements of the University. These include preparing informed, dynamic professionals and providing the student with a breadth of knowledge and experience that will prepare the student to function and work in an appropriate professional setting in New Jersey.

The Program is committed to providing the student with a diverse yet in depth background in sports injury management that will enable him or her to work at a mastery level, and with confidence in New Jersey and the surrounding states. The Program is designed to provide a broad base of didactic information and as well as a clinical education opportunity for the student to work directly with a varsity sports team within a supervised environment.

Program Goals

1. Prepare the student to qualify and sit for the Board of Certification Exam (BOC).
2. Provide the student with the knowledge and experience to work cooperatively in a professional setting.
3. Prepare the student to analyze health related medical situations, and to draw logical conclusions and resolutions to those situations.
4. Prepare the student to be diverse in his/her approach to the management of medical situations.
APPLICATION AND ADMISSION REQUIREMENTS

Admission to the major is based on completion of the following criteria. Some application material is to be forwarded to the Program Director for review one week prior to the last day of the fall semester of the application year. Upon satisfactory completion of all criteria the student will be eligible for an interview. Final acceptance is made at the end of the sophomore year.

1. Written application. *
2. Completion and verification of required clinical rotations to date.*
3. An updated transcript with a minimum of 48 semester hours and a 3.0 GPA.*
4. Three letters of recommendation. One must be from a Kean faculty member. *
5. Completion of Introduction to Athletic Training, PED 2520*; Introduction to Athletic Training Lab, PED 2510*; Introduction to Evaluation and Management of Athletic Injuries, PED 2521*; and Introduction to Evaluation and Management of Athletic Injuries Lab, PED 2511*, Therapeutic Modalities: Theory and Practice, PED 3504; Sophomore Field PED 2512; and First Aid, HED 3232*, Personal Fitness (PED 1020)*, and Strength Fitness (PED 1011)* (Minimum Grade 80% in all courses).
6. Interview given during the candidate’s application year.
7. Up-to-date C.P.R. card. *
8. Successful completion of a 75% or better on both written and practical exam given at the end of the sophomore year.
9. Passing grade on the Praxis. (Freshman to sophomore phase)
10. Recommended: Attend scheduled Workshops (Monday 3:30 – 4:30 pm)

In order for the student to be accepted into and to graduate from the Program the student must complete the required courses with an overall GPA of 3.0 and complete all clinical education and institutional requirements during the respective semesters, and earn an 80% in all specific athletic training required courses. Failure to do so will result in the student not being accepted, or placed on academic probation/suspension from the program. (See probation/suspension policies.)

*Must be completed upon application.
KEAN UNIVERSITY
BS Degree in Athletic Training

ADMISSIONS CHECKLIST

The following items are required in partial fulfillment for acceptance into the major. Those starred items must be submitted one week prior to the end of the fall semester of the application year. Interviews will be scheduled upon the completion of this portion of your application folder. All material is to be collected and submitted together.

A. Three letters of Recommendation
   Addressed to:  Dr. Gary Ball
                  Director, BS Degree in Athletic Training Program
                  Kean University
                  Union, NJ 07083

B. Application Form

C. Transcript with required courses highlighted

D. Freshman Checklist with rotations

E. Sophomore Checklist with rotations

F. CPR Card

G. Technical Standards

H. Completed physical

I. Observation and rotation documentation

J. Praxis verification

Name__________________________________
Date__________________________________
Upon completion, return along with all application materials to the Program Director one week before the last day of the fall semester of the application year. (Application is available online, and should be downloaded and completed)

NAME: ____________________________

DATE: ________________

Last ________ First ________ M.I. ________

ANTICIPATED PROGRAM ENTRY DATE: ________________________________

SEMESTER HOURS COMPLETED: _______________ GPA: _______________

TOTAL CLINICAL HOURS: ________________________________________

FORMER COLLEGE IF YOU ARE A TRANSFER: ______________________________________

NAME OF CLINICAL SUPERVISOR: ______________________________________

HOME ADDRESS: ____________________________________________________

_____________________________________________________________________

HOME PHONE: __________________ WORK PHONE: _____________________ e-mail __________________________

SCHOOL ADDRESS: ________________________________________________

_____________________________________________________________________

QUESTIONS

1. First, list any past experience(s) that you have had in athletic training or related field (P.T. etc.) and briefly describe your responsibilities or duties.

2. What are your reasons for wanting to become an athletic trainer?

3. What are your immediate goals (within 5 years)?

4. What are your long range goals (after 5 years)?

5. Are you willing to make the necessary commitments to become an Athletic Trainer?

   Yes ____________     No ____________

   What have you done during your candidacy to demonstrate this dedication

6. What do you consider to be your strengths?

7. What do you consider to be your weaknesses?

8. What do you have to offer the program?
The BS Degree Program in Athletic Training (Program) at Kean University is a rigorous and intense program that places specific requirements and demands on 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 and to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency Commission on Accreditation of Athletic Training Education (CAATE). The following abilities and expectations must be met by all students admitted to the Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted.

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

Candidates for selection to the Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to perform and record examination results and a document a treatment plan clearly and accurately.
5. the capacity to maintain composure and continue to function well during periods of high stress.
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Program will be required to verify they understand these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Counseling and Disabilities Services will evaluate a student who states he/she could meet the Program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Applicant Name Printed_________________________________________

Signature of Applicant__________________________________________

Date________________________

NOTE: Adopted from the NATA Educational Council Sample for Technical Standards Revised 3/2013
The Program is set up in four phases. These are:

**PHASE 1 - Observation Phase - First year**
- a. Weekly workshops (Monday 3:30 - 4:30) Highly Recommended
  - b. Introduction to Athletic Training (PED 2520)
  - c. Athletic Training Lab I (PED 2510): includes weekly site rotations.
  - d. Personal Fitness (PED 1020)
  - e. Praxis Exam

**PHASE 2 - Pre-admit Phase - First semester sophomore year**
- a. Students make formal application by the end of the term.
  - b. Introduction to Injury and Management Evaluation (PED 2521)
  - c. Athletic Training Lab II (PED 2511): includes weekly site rotations
  - d. First Aid (HED 3231)
  - e. Strength Fitness (PED 1011)

**PHASE 3 - Candidacy Phase - Second semester sophomore year**
- a. Interview. Those completing Phases 1 and 2 only will be invited for an interview. Must submit fall transcript and verification of site rotations if not previously submitted.
  - b. Therapeutic Modalities (PED 3504)
  - c. Sophomore Field (PED 2512): includes weekly site rotations
  - d. Pass entrance exam at the end of the spring term

**PHASE 4 - Professional Phase - Junior and senior year**
- a. Four seasonal clinical rotations
  - b. Rehabilitation room rotations (Four hours/week minimum when covering a team; 10 hour per week maximum when not covering a team.)
  - c. Minimum of one high school rotations
  - d. Two pre-season rotations including attendance at a minimum of one physical session
  - e. Core Athletic Training Curriculum Courses
  - f. General Medical rotation through PED 4802

Students shall not put in more than 40 hours per week of combined class time and clinical rotation time.

**NOTE**: Above rotations are inclusive of CAATE required rotations

- a. Individual Sport
- b. Team Sport
- c. Protective Equipment intensive
- d. General medical; non sport related patients
- e. Gender Specific

**Physicals**

Juniors and seniors are required to participate in preseason physicals administered during the months of July/August and those given during the fall term. Under special circumstances, students can substitute field experiences with internships or other field experience opportunities. These must be approved by the Program Director and Clinical Education Coordinator. Sophomores are required to participate in one of the physicals administered during July/August.
KEAN UNIVERSITY
COLLEGE OF EDUCATION
(25400) B.S. in Athletic Training 125 S.H.

**EFFECTIVE DATE:** Fall 2012

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<tr>
<th>NAME</th>
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<th>Credits</th>
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<tr>
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<td></td>
<td></td>
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<tr>
<td>Matriculation Date</td>
<td></td>
<td></td>
</tr>
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**ACADEMIC MAJOR *** 51 S.H.**

| PED 1011 Strength Fitness** | 1 |
| PED 1020 Personal Fitness** | 1 |

**GENERAL EDUCATION: 35 Semester Hours (S.H.)**

| PED 2500 Intro to Biomechanics** | 3 |

**Foundation Requirements 13 S.H.**

| PED 2510 Intro to A. T. Lab I | 1 |

**G.E. 1000 Transition to Kean¹**

| PED 2511 Intro to Evaluation Lab II | 1 |
| PED 2520 Intro to Athletic Training | 3 |

**ENG 1030 College Composition**

| PED 2521 Intro to Eval. And Management Of Athletic Injuries | 3 |

**MATH 1000;1010;1016;1054**

| HED 3231 First Aid Accident Prevention | 3 |

**COMM 1402 Speech Communication for Critical Citizenship**

| PED 3501 Risk Mgmt. and Gen. Medical Condition For the Physically Active | 3 |

**GE 2022 Research & Technology**

| PED 3502 Upper Extrem. Inj. Eval in A.T. | 3 |
| PED 3503 Lower Extrem. Inj. Eval in A.T. | 3 |

**Disciplinary & Interdisciplinary Distribution Requirements:**

| PED 3504 Therapeutic Modalities | 4 |

**Humanities: 6 S.H.**

| PED 3505 Kinesiology** | 3 |

**ENG 2403 World Literature* | 3 |
| PED 3510 Physiology of Exercise** | 3 |

**Select one course from the following:**

| PED 3525 Rehabilitation of Athletic Injuries | 4 |

**Fine Arts or Art History**

| HED 3600 Nutrition** | 3 |

**Foreign Languages²**

| PED 4521 Prof. Development in Athletic Training | 3 |

**Music or Theatre**

| PED 4801 Pharmacology and Sport | 3 |

**Philosophy or Religion**

| PED 4802 Inst. In Athletic Injury Diagnosis | 3 |

**Social Sciences: 6 S.H.**

| PED 2512 Soph. Field Exp. In Athletic Training | 1 |

**PROFESSIONAL EDUCATION*** 5 S.H.**

| HIST 1000 Civil Society in America or HIST 1062 Worlds of History* | 3 |

**PSY 1000 General Psychology³**

| PED 3694 Jr. Clin. II Field Exp in Athletic Training | 1 |
| PED 4692 Sr. Clin. I Field Exp. In Athletic Training | 1 |
| PED 4693 Sr. Clin. II Field Exp in Athletic Training | 1 |

**Science and Mathematics: 7 S.H.**

| CPS 1032;1231 | 3 |
| BIO 1000 Principles of Biology³** | 4 |

**Capstone Course:**

| PED 4520 Prin. of Org. & Admin. of A.T. | 3 |

**ADDITIONAL REQUIRED COURSES:**

| ID 1225 Issues Contemporary Health | 3 |
| BIO 2402 Anatomy and Physiology³ | 4 |
| BIO 3405 Gross Anatomy | 4 |

**DISCIPLINARY/INTERDISCIPLINARY ELECTIVE**

| PED 2512 Soph. Field Exp. In Athletic Training | 1 |

**BIO 1000 Principles of Biology³**

| BIO 2402 Anatomy and Physiology³ | 4 |
| BIO 3405 Gross Anatomy | 4 |
| **REVISION FALL 2012** | |

| *Required of all Freshmen and Transfers with fewer than 10 credits |
| **You must take 2 sem. of a language to receive GE credit |
| **Bio 1000 is a prerequisite for Bio 2402 |
| **Bio 2402 is a prerequisite for PED 3505 |
| **G.E. required course |
| **Requires a C or better |
| **All Athletic Training Courses require a 80% or better |

Chairperson Signature: ______________________________ Date: ______________

-7-
Kean University  
Physical Education, Recreation, and Health Department  
SEQUENCE OF COURSES ATHLETIC TRAINING  
(125 S.H.)

Note: Students must take one (1) 3 s.h. Writing Emphasis Course

### Freshman Year

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<th>Course Name</th>
<th>Credit Hours</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<td>ENG 1030</td>
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<td>COMM 1402</td>
<td>Speech Comm.</td>
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<tr>
<td>MATH 1000</td>
<td>Algebra for College Students</td>
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<td>BIO 1000</td>
<td>Principles of Biology</td>
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<tr>
<td>PSY 1000</td>
<td>General Psychology</td>
<td>3</td>
<td>HIST 1000</td>
<td>History of Civil Society</td>
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<tr>
<td>ID 1225</td>
<td>Iss. in Contemporary Health</td>
<td>3</td>
<td>PED 2520</td>
<td>Intro to Ath. Training</td>
<td>3*</td>
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<tr>
<td>HUM Elec.</td>
<td></td>
<td>3</td>
<td>PED 1020</td>
<td>Personal Fitness</td>
<td>1*</td>
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<tr>
<td>ID 1000</td>
<td>Transition to Kean</td>
<td>1</td>
<td>PED 2510</td>
<td>Intro to A.T. Lab I</td>
<td>1*</td>
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<tr>
<td>G.E. 1000</td>
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<td>16 s.h.</td>
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### Sophomore Year

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<th>Credit Hours</th>
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<td>HED 3231</td>
<td>First Aid &amp; Accident Prev.</td>
<td>3*</td>
<td>PSY 2110</td>
<td>Psy of the Adolescence</td>
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<tr>
<td>BIO 2402</td>
<td>Human A &amp; P</td>
<td>4**</td>
<td>G.E. 2022</td>
<td>Research &amp; Technology</td>
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<tr>
<td>PED 2500</td>
<td>Intro. To Biomechanics</td>
<td>3</td>
<td>CPS</td>
<td>1031, 1032 or 1231</td>
<td>3**</td>
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<tr>
<td>PED 1011</td>
<td>Strength Fitness</td>
<td>1*</td>
<td>PED 3504</td>
<td>Therapeutic Mod. In A.T.</td>
<td>4*</td>
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<tr>
<td>PED 2521</td>
<td>Into - Eval. &amp; Mgmt of Ath. Inj.</td>
<td>3*</td>
<td>ENG 2403</td>
<td>World Literature</td>
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<tr>
<td>PED 2511</td>
<td>Intro to Eval. Lab II</td>
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<td>PED 2512</td>
<td>Soph. Field Exp. In A.T.</td>
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15 s.h.  17 s.h.

### Junior Year

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<th>Course Code</th>
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<tr>
<td>BIO 3405</td>
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<td>ID/Disc. Elec.</td>
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<tr>
<td>PED 3505</td>
<td>Kinesiology</td>
<td>3</td>
<td>Free Elective</td>
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<tr>
<td>PED 3502</td>
<td>Upper Extremity Eval.</td>
<td>3*</td>
<td>PED 3510</td>
<td>Phys of Exercise</td>
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<tr>
<td>PED 3525</td>
<td>Rehab. of Athletic Injuries</td>
<td>4*</td>
<td>PED 3501</td>
<td>Risk Man. &amp; Gen Med</td>
<td>3*</td>
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<td>PED 3693</td>
<td>Jr. Field Experience I</td>
<td>1*</td>
<td>PED 3503</td>
<td>Lower Extremity Eval.</td>
<td>3*</td>
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<td>PED 3694</td>
<td>Jr. Field Experience II</td>
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15 s.h.  15 s.h.

### Senior Year

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<tr>
<th>Course Code</th>
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<tr>
<td>Free Elective</td>
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<td>3</td>
<td>PED 4521</td>
<td>Professional Development</td>
<td>3*</td>
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<tr>
<td>HED 3600</td>
<td>Nutrition</td>
<td>3</td>
<td>PED 4693</td>
<td>Sr. Field Experience II</td>
<td>1*</td>
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<td>PED 4520</td>
<td>Prin. of Q &amp; A</td>
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<td>Free Elective</td>
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<td>PED 4692</td>
<td>Sr. Field Experience I</td>
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<td>Free Elective</td>
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<tr>
<td>PED 4802</td>
<td>Instruments in Ath. Inj. Diag.</td>
<td>3*</td>
<td>PED 4801</td>
<td>Pharm. in Sports</td>
<td>3*</td>
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16 s.h.  16 s.h.

Courses with * must be taken in that order.  
Courses with ** must be taken by the end of the sophomore year.
Freshman Checklist

1. Documentation of observations
   a. Rehabilitation Room (14 hours min. 1 point per hour)
   b. Winter or spring sports (3 days/1 point per day)
   c. High School (2 days/1 point per day)

   (Minimum of 19 points) sub-TOTAL

2. Introduction to Athletic Training (PED 2510)
3. Introduction to Athletic Training Lab (PED 2520)
4. Personal Fitness (PED 1020)
   90% = 3 points
   85% = 2 points
   80% = 1 point

4. GPA

   (24 minimum) TOTAL

Student Name________________________
Date________________

Sophomore Checklist

1. Documentation of rotations:
   a. Rehabilitation Room (100/year; 1 point per 25 hours)
   b. Fall sports (12 days; 1 point per day)
   c. Winter sports (9 days; 1 point per day)
   d. Spring sports (12 days; 1 point per day)
   e. High Schools (5 days; 1 point per day)
   f. Physicals (1 min.; 1 point each)

   (Minimum of 43 points) sub-TOTAL

2. Introduction to Evaluation (PED 2511)
3. Introduction to Evaluation Lab (PED 2521)
4. Therapeutic Modalities (PED 3504)
5. First Aid (HED 3232)
6. Sophomore Field PED 2512

   90% = 3 points
   85% = 2 points
   80% = 1 point

6. Entrance exam
7. GPA (Minimum 3.0 for acceptance)

Name________________________ Date______

TOTAL

50 minimum
GPA:  
3.75 - 4.0 = 4 points  
3.5 - 3.74 = 3 points  
3.25 - 3.49 = 2 points  
3.0 - 3.24 = 1 points

Entrance Exam Written:  
90 % = 3 point  
80 % = 2 point  
75 % = 1 point

Candidate Ranking: All candidates will be ranked according to the following guidelines. Ranking will be used for the sole purpose of student selection in the event that the number of candidates exceeds the number of available slots.

JUNIOR YEAR CHECKLIST
This checklist is to be completed during your junior year to ensure that you have met all requirements to move on to the senior year.

I. Completion of all required coursework. *Attach copies of up-to-date transcripts with all required courses highlighted and course guidesheet.

II. Verification of minimum rotations.

III. Verification of a 3.0 GPA. *

IV. Attach a minimum of 2 preceptors evaluations.

V. Attach copies of a minimum of 2 self-evaluations.

VI. Attach copy of up-to-date CPR card.

SENIOR YEAR CHECKLIST
This checklist is to be completed during the senior year to ensure that you have met all requirements to graduate and take the BOC exam.

I. Completion of all required coursework. *Attach copies of up-to-date transcripts with all required courses highlighted and course guidesheet.

II. Verification of minimum rotations during the past two years.

III. Verification of a 3.0 GPA. *

IV. Attach a minimum of 4 preceptors evaluations. (2 junior - 2 senior)

V. Attach copies of a minimum of 4 self-evaluations. (2 junior - 2 senior)

VI. Attach copy of up-to-date CPR card.

Advisor’s Signature______________________________

Date_____________
Complete and sign this form to verify coverage of required rotations. Return this form to the Clinical Education Coordinator during your exit interview the end of the respective semester for placement in the student’s file.

I. AREA Coverage:

**Individual Sport:**
- Dates
- Supervisor’s Signature
- Clinical site

**Team Sport:**
- Dates
- Supervisor’s Signature
- Clinical site

**Equipment Intensive:**
- Dates
- Supervisor’s Signature
- Clinical site

**General Medical:**
- Dates
- Supervisor’s Signature
- Clinical site

**Gender Specific:**
  a. Male
  - Dates
  - Supervisor’s Signature
  - Clinical site
  b. Female
  - Dates
  - Supervisor’s Signature
  - Clinical site

Clinical Education Coordinators Signature ________________________________
Date __________
Academic Probation:

1. Students falling below the 3.0 will be automatically placed on a one semester probationary period. At the end of that semester, the GPA must be a 3.0. If not, the student will not be allowed to take additional athletic training courses until such time that the GPA is a 3.0 or higher.

2. Students receiving less than an 80% in any one course during any one semester will be immediately placed on academic probation. The student will be allowed to continue taking courses with the understanding that they must repeat the course the following year. If said student receives another grade below 80%, then that student will not be allowed to take any additional athletic training courses until both courses have been taken and the student has earned a grade of 80% in both courses. If the 80% is not obtained the second time, then the student will be dismissed from the program.

NOTE: Rare exceptions to this policy will be taken under consideration by the Program Director, Clinical Education Coordinator, and the Department Chairperson. In the event of Program conduct policy violations, students will be assessed according to the following:

Field Experience Behavior Policies

1. The student will be privately notified by the preceptor or faculty member of the violation. Written notice of this notification will be placed in the student's file in the Program Director's Office. If the changes are not adequate after two weeks, then:

2. The student will meet with the Program Director, the Clinical Education Coordinator, and the preceptor/faculty in order to discuss the violation. If corrections are not acceptable after a two week period, then:

3. The student will receive a letter from the Program Director indicating to the students that he/she is being placed on probation.

4. The Program Director, Clinical Education Coordinator, and the Department Chair will then determine the next action. This may include suspension from the current field experience which will result in the student receiving a failing grade for the course. Above academic suspension policies would then apply.

5. The University Integrity Policy will be adhered to regarding behavior and academics. This can be found in the University Integrity Policy Handbook. Behaviors considered inappropriate are those but not exclusive of those cited in the Foundational Behaviors of Professional Conduct. In addition, students are subject to disciplinary action for violating behavior policies of the Department of Athletics. Off campus behaviors could also compromise a student's standing in the Program.

Revised 11/13
PROGRAM FACULTY ROLES AND RESPONSIBILITIES

Program Director:

The Program Director is the chief liaison between the Commission on Accreditation for Athletic Training Education (CAATE) and Kean University. It is the Program Director’s responsibility to ensure that all standards guidelines are followed, and that students are effectively fulfilling requirements set forth by the CAATE. He/she is responsible for determining admissions, establishing and maintaining the formal education of all Program students, as well as, providing the opportunity for adequate clinical experience as determined by the CAATE. Final decisions regarding Program requirements and disciplinary action is the responsibility of the Program Director in conjunction with the Clinical Education Coordinator, and Department Chairperson.

The Program Director is also responsible for monitoring all Program candidates and for providing observational and learning experiences that will lead to fulfilling acceptance and program completion requirements. The Program Director is responsible for providing advisement for and monitoring of all candidates and Program students.

Clinical Education Coordinator

The Clinical Education Coordinator has the full responsibility of the organization and implementation of the clinical education of all students in the Program and candidates. This includes the scheduling of clinical observations for all levels, and coordinating the college hour workshops for freshman and sophomores. The Clinical Education Coordinator will also be responsible for making clinical experience and proficiency assessments of students at all levels. Responsibilities also include assisting the Program Director in the implementation of the program.

Medical Director

The Medical Director will serve as an advisor to the Program Director regarding Program requirements and implementation as identified in the contract.

Preceptors

A preceptor is a BOC Certified Athletic Trainer with a minimum of one year of work experience as an athletic trainer, and who has completed preceptor training. All preceptors and adjunct faculty for specific program courses must adhere to the teaching content as reflected in the competencies and proficiencies indicated in the course outline provided to each instructor. As adjunct faculty, he / she is a member of the Department of Physical Education, Recreation, and Health. And must therefore, adhere to Departmental policies.

RESPONSIBILITIES;
1. Provide a supervised learning opportunity for students to practice, and have evaluated clinical skills and proficiencies.
2. Complete a minimum of two student evaluations per semester for each supervised student and to hold individual discussions with each student regarding the evaluation.
3. Question students on material that they have discussed in classes; ie, lab manuals, competencies and proficiencies.
4. Participate in Preceptor Training provided by the University.

FIELD EXPERIENCE POLICIES

INTRODUCTION

The following information explains the policies for clinical education rotations. It is first the student’s responsibility to ensure academic excellence by placing a priority on his/her studying and course assignments. The student must stay apprised of all responsibilities as a student and as a participant in the clinical education. The philosophy of the program is one that recognizes the importance of engagement in an extensive clinical education to support the rigorous academics that make up the Program. As indicated below, program completion requires a minimum of 2 full season team assignments during each of the junior and senior years. This is to ensure that all students get adequate communication skills and have the opportunity to monitor a specific group of athletes from beginning to end of the season.
Student’s Rights

1. Students have the right to refuse any assignment if it interferes with or compromises their education, and the goals of their education and the major.
2. Students have the right to refuse assignment where there is not a preceptor on duty and/or the request is in direct violation of CAATE Guidelines. (See Note *below)
3. When there is not an preceptor at the site, students are to administer first responder treatment only to the athlete. (REFER TO EMERGENCY MANAGEMENT PROCEDURES AT EACH SITE).
4. Students are not to miss class for any field experience coverage unless a specific/rare event is taking place. This is to be approved by the CEC and the PD.
5. Students have the right to follow regular vacation times, breaks and holidays as other students attending Kean University. Students can be asked and are encouraged to attend clinical education experiences at those times but are not obligated to participate.
6. Students are not required to commit more than an average of 40 hours maximum per week including class time, and a minimum of 25 hours including class time. Hours will be adjusted to accommodate for any overload following the seasonal coverage.
7. Students are at no time to serve as a substitute for personnel employed by Kean University, or where there should be personnel employed by Kean University, or at any affiliated site, functioning in the capacity of team medical personnel.

Note* CAATE guidelines for supervision: The guidelines state that students should not be left unsupervised by the site ATC/ACI. This means that students in or candidates for the major are not to be in a position that will require them to make an unsupervised decision regarding the health status of an athlete. “Direct visual and auditory supervision” means that the ATC/ACI is “present and can physically intervene on behalf of the athlete or the person being cared for.” (CAATE) This applies to any clinical site used for completion of degree requirements.

Affiliated Settings

Emergency action plans are to be made available to and discussed with the athletic training student upon the initiation of a rotation at that site. Students will adhere to policies of the school as they apply to professional personnel. All preceptors have a responsibility to inform the student of any policies specific to the execution of duties as an athletic training student.

Clinical Hour and Field Experience Documentation Forms

These must be verified WEEKLY. Senior and Junior sheets are to be signed by the Preceptor and then forwarded to the CEC when complete. Freshman and sophomores must turn in their sheets into the CEC or Program Director.

Leave Requests

All requests for missing field experiences must be approved by the Clinical Education Coordinator. The CEC will then notify the preceptor.
# Site Coverage Documentation

Name: ____________________________
Team: ____________________________
Senior Athletic Trainer: ________________
Practice time: ________________
Practice location: ________________

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
</table>

Site sup. Sig. ____________________________ Date ____________________________

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Team
Senior Athletic Trainer: ________________
Practice time: ________________
Practice location: ________________

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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Site sup. Sig. ____________________________ Date ____________________________

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<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
</table>

Site sup. Sig. ____________________________ Date ____________________________

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This form should be marked with the days that you will be observing practice and is to be given to the senior student trainer on the first day of your observations. The senior is to initial each day when practice is completed. The site-supervisor should sign where indicated at the end of the week.
VERIFICATION OF OSHA TRAINING

This is to verify that _____________ has attended OSHA Training provided by Kean University. This was a presentation on management of open lesions and body fluids, and proper disposal of biohazardous waste material.

Authorized Signature and Credentials

__________________________________________

Date ______________________

Authorized Signature and Credentials

__________________________________________

Date ______________________

Authorized Signature and Credentials

__________________________________________

Date ______________________

Authorized Signature and Credentials

__________________________________________

Date ______________________
Direction to Westfield High School

Parkway South to Exit 135; This is Central Ave.; At second light take a left; this is Terminal Ave.; At first light, make a right; This is Westfield Avenue; turns into Rahway Ave.; Field House on right; HS on right ¼ mile past FH.; 15 – 20 minutes

Mr. Chris Flores, ATC    Office Telephone: 908-789-4191

Directions to Linden High School

Parkway south to exit 136; stay to the right; go to a jughandle traffic light; go left at the light; at the 2nd light make a left onto Raritan Ave.; Right at the next light, which is Dewitt Ave.;

Practice field (football); about ½ mile on the right on Dewitt Ave.

Field house and football field: Cross over St. George Ave.; go approximately 3 streets; make a right at the 4th street which is Curtis Ave.. The field house and football field is right on Curtis Ave.

High School: Make left onto St. George Ave; go one block, school on right hand side.

Steve Viana, ATC

Cell Phone: 908-963-8561