

**California State University, Fresno**  
*MASTER OF SCIENCE IN ATHLETIC  
TRAINING PROGRAM*  
*Student Handbook*

**2021-2022**



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# Welcome

Welcome to the Master of Science in Athletic Training (MSAT) Program at California State University, Fresno (Fresno State). This handbook is designed to provide the graduate student with information about the policies and processes associated with the Master of Science in Athletic Training degree.

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# University and Program Mission, Values, Goals, and Learning Outcomes

## California State University, Fresno Mission Statement

To boldly educate and empower students for success.

## College of Health and Human Services Mission Statement

To provide a professionally oriented education at the undergraduate level and to provide graduate programs in specialized disciplines that serve the needs of students - as well as foster the emerging needs of residents and health and human service providers in the Central California region.

## Master of Science in Athletic Training Program Mission Statement

The Athletic Training Program at California State University, Fresno will provide a student-centered learning environment where students flourish academically and clinically. We will produce culturally competent, evidence-based Athletic Trainers who are prepared to enter a variety of clinical settings. Our alumni will be leaders in the profession who advocate for Athletic Training in their communities throughout their careers.

## University Values

- Discovery - We believe in fostering personal passion, potential and a sense of belonging.
- Diversity - We believe effective solutions come from inclusiveness, openness and respect.
- Distinction - We believe excellence emerges with a willingness to be bold.

## MSAT Program Values

- Communication
- Courtesy & Respect
- Diversity
- Integrity & Accountability
- Professionalism

## Goals and Student Learning Outcomes

- A. Students will demonstrate the patient care skills necessary to prevent, identify, assess, treat, rehabilitate physical and psychological conditions.

**Outcome A1:** Students will identify general medical conditions and implement appropriate care to various populations.

**Outcome A2:** Students will prevent, identify, assess, treat, and rehabilitate neurovascular, musculoskeletal, and other systemic conditions.

**Outcome A3:** Students will identify substance abuse and mental health disorders, apply

psychosocial interventions, and when appropriate refer to an appropriate health care provider.

- B. Students will demonstrate evidence based decision-making and critical thinking skills through both written and oral communication.

**Outcome B1:** Students will critically appraise clinically relevant research and statistical findings.

**Outcome B2:** Students will incorporate evidence in the clinical decision-making process and employ evidence based practices to improve patient outcomes.

**Outcome B3:** Students will disseminate research findings using both oral and written communication.

- C. Students will demonstrate the professional and administrative skills necessary to be a successful Athletic Trainer.

**Outcome C1:** Students will demonstrate effective interprofessional and cross-cultural communication with diverse populations.

**Outcome C2:** Students will act in a professionally responsible manner that upholds legal and ethical standards.

**Outcome C3:** Students will manage health care administrative duties successfully.

# Application to the Master of Science in Athletic Training Program

## Admission Criteria

Admission to the program requires the student to:

1. Apply for University graduate student status;
2. Submit an application through ATCAS;
3. Have an undergraduate GPA of at least 3.0;
4. Participate in an interview;
5. Document 100 hours of observation with a Certified Athletic Trainer; and
6. Earn a C or better and 3.0 GPA in the following prerequisite courses:

Prerequisite Courses	Fresno State Students	Non-Fresno State Students
Biology w/ lab	BIOL 10 or BIOL 1A	General Biology with lab
Chemistry w/ lab	CHEM 3A	General Chemistry with lab
Physics w/ lab	PHYS 2A	General Physics with lab including mechanics, heat, light, sound, and electricity
2 semesters of Anatomy & Physiology w/ Lab	BIOL 67A & 67B	Human Anatomy with lab Human Physiology with lab Combined Anatomy & Physiology 2 semester sequence acceptable
General Psychology or Sport Psychology	PSYCH 10 or KINES 33	General psychology, developmental psychology, lifespan psychology or sports psychology accepted
Fundamentals of Biomechanics	KINES 116	Structural and mechanical properties of the musculoskeletal system, associated movement functions of the human body and applied physics
Exercise Physiology	KINES 118	Study and application of physiological bases of movement, work, response, and adaptation to exercise. Environmental conditions, gender, and age considered.
Nutrition	NUTR 53 or 147	General nutrition or sport/athlete nutrition course (Note: Kines 163: Fitness & Wellness will be accepted)

		for the Fall 2022 cohort application cycle, though Nutrition 53 or 147 are strongly encouraged. Fitness and Wellness will no longer meet this requirement as of the Fall 2023 cohort application cycle.)
Statistics	PH 92 or MATH 11	Any introduction to basic statistics course
Care and Prevention of Athletic Injuries	KINES 38	Care of musculoskeletal injuries or equivalent
First Aid & CPR or current emergency cardiac care (ECC) card	PH 48 or 49	Must include all of the following: Adult & Pediatric CPR, AED, 2nd Rescuer CPR, Airway Obstruction, Barrier Devices (e.g., pocket mask, bag valve mask). EMT Course is also acceptable.

### **Evaluation of Prerequisite Courses**

Prerequisites are evaluated based on the criteria listed above. If you have questions about whether a course meets the criteria, please email us the syllabus for the course in question at [msat@mail.fresnostate.edu](mailto:msat@mail.fresnostate.edu). Applications are accepted while prerequisites are in progress. Considerations for admissions are partially based on grades received in prerequisite courses, and therefore it is recommended that the majority of these courses be completed at the time of application. Updates are also recommended as grades are received in courses previously in progress. All prerequisites must be completed by July 1 prior to starting the MSAT.

### **Application Process**

Part 1: Complete the ATCAS Application at [www.bit.ly/FresnoStateATPApply](http://www.bit.ly/FresnoStateATPApply) (\$85 application fee). You will be required to submit official transcripts at this time.

Part 2: Apply to university on CalStateApply <https://www2.calstate.edu/apply> (\$70 application fee) - only required when instructed to do so following an interview. Do not send official transcripts unless required following an in-progress degree or course as all final transcripts will be obtained via ATCAS.

### **Division of Research and Graduate Studies - Graduate Admissions**

For more information regarding university graduate admissions requirements please visit <http://www.fresnostate.edu/academics/gradstudies/prospectivestudents/>



## Tuition and Fees

Standard graduate tuition and university fees (7+ units) apply, current information can be found here:  
<http://www.fresnostate.edu/adminserv/accountingservices/money/regfee-spring.html>

MSAT Student Fees are approximately \$1,550 across the two year program, including:

- ATrack lifetime membership fee: \$90
- Clothing: minimum \$200, varies depending on what students choose to purchase
- Equipment: \$50
- Books: approx \$1000, varies based on ebook vs. hard copy textbook
- NATA membership: \$105 (annually)
- Immunizations: varies based on health insurance, most are provided by the Student Health Center at no cost
- Students are responsible for costs associated with travel to and from their clinical sites

## Master of Science in Athletic Training Course Sequence

### **Fall Year 1** **15 units**

AT 202	Foundations of Athletic Training ( <i>completed in July</i> )	(1)
AT 204	Documentation & Medical Terminology ( <i>completed in July</i> )	(1)
AT 212	Anatomy, Evaluation, and Treatment of the Lower Extremity	(8)
AT 216	Research Methods in Athletic Training I	(2)
AT 251	Clinical Practicum I	(3)

### **Spring Year 1** **15 units**

AT 222	Anatomy, Evaluation, and Treatment of the Upper Extremity	(6)
AT 224	General Medical Conditions & Pharmacology	(2)
AT 226	Research Methods in Athletic Training II	(2)
AT 228	Policies & Procedures in Athletic Training	(2)
AT 252	Clinical Practicum II	(3)

### **Fall Year 2** **15 units**

*Note: classes meet face to face first 8 weeks, immersive clinical with limited online coursework second 8 weeks*

AT 232	Anatomy, Evaluation, and Treatment of the Spine	(3)
AT 234	Catastrophic Injury in Athletic Training	(2)
AT 238	BOC Exam Prep Seminar	(1)
AT 253	Clinical Practicum III	(6)
AT 296	Current Concepts in AT (or Thesis/Project hours)	(3)

### **Spring Year 2** **15 units**

*Note: immersive clinical with limited online coursework first 8 weeks, classes meet face to face second 8 weeks*

AT 242	Prevention and Wellness	(2)
AT 244	Psychosocial Aspects of Injury & Rehabilitation	(2)
AT 248	Professional Practice in Athletic Training	(2)
AT 254	Clinical Practicum IV	(6)
AT 297	Current Concepts in AT (or Thesis/Project hours)	(3)

60 units total

## MSAT Course Descriptions

### **AT 202. Foundations of Athletic Training**

Prerequisite: Admission to the Master of Science in Athletic Training Program. Fundamental principles for the prevention, evaluation, and care of common athletic injuries will be discussed. Techniques in taping and rehabilitation of injuries are practiced. (3 lab hours) Units: 1

### **AT 204. Documentation and Medical Terminology**

Prerequisites: Admission to the Master of Science in Athletic Training Program. The purpose of this course is to introduce students to terminology, note writing, and documentation techniques utilized in athletic training. Standard medical documentation, medical history, and formatting will be learned. Units: 1

### **AT 212. Anatomy, Evaluation, and Treatment of the Lower Extremity**

Prerequisites: Admission to the Master of Science in Athletic Training Program. Concepts and clinical application of anatomy, evaluation, therapeutic modalities, and rehabilitation of musculoskeletal impairments of the lower extremity. (5 lecture, 9 lab hours) Units: 8

### **AT 216. Research Methods in Athletic Training I**

Prerequisites: Admission to the Master of Science in Athletic Training Program. This course will provide an introduction to concepts of research and clinical statistics for athletic trainers, including development of a clinical question, implementing the five-step process of evidence-based practice, and critical appraisal of the evidence. Units: 2

### **AT 222. Integrated Principles of Athletic Training II**

Prerequisites: Successful completion of AT 202, AT 204, AT 212, AT 216, & AT 251. Concepts and clinical application of anatomy, evaluation, therapeutic modalities, and rehabilitation of musculoskeletal impairments of the upper extremity. (3 lecture, 9 lab hours) Units: 6

### **AT 224. General Medical Conditions and Pharmacology**

Prerequisites: Successful completion of AT 202, AT 204, AT 212, AT 216, & AT 251. Fundamental principles for the prevention, evaluation, care, and pharmacological treatment of general medical conditions will be discussed. Units: 2

### **AT 226. Research Methods in Athletic Training II**

Prerequisites: Successful completion of AT 202, AT 204, AT 212, AT 216, & AT 251. A continuation of AT 216: Research Methods in Athletic Training I. This course will build on concepts of research, clinical statistics, critical appraisal, and evidence-based practice for athletic trainers. Units: 2

### **AT 228. Policies and Procedures in Athletic Training**

Prerequisites: Successful completion of AT 202, AT 204, AT 212, AT 216, & AT 251. Sports medicine ethics, legal considerations, and policies and procedures following local, state, and national guidelines. Units: 2

### **AT 232. Integrated Principles of Athletic Training III**

Prerequisites: Successful completion of AT 222, AT 224, AT 226, AT 228, & AT 252. Concepts and clinical application of anatomy, evaluation, therapeutic modalities, and rehabilitation of musculoskeletal impairments of the head, face, and spine. (2 lecture, 3 lab hours) Units: 3

**AT 234. Catastrophic Injury in Sport**

Prerequisites: Successful completion of AT 222, AT 224, AT 226, AT 228, & AT 252.

The prevention, recognition, evaluation, acute care, treatment, and return to participation for catastrophic injuries in physical activity. (1 lecture, 3 lab hours). Units: 2

**AT 238. BOC Exam Prep Seminar**

Prerequisites: Successful completion of AT 222, AT 224, AT 226, AT 228, & AT 252.

This course will help athletic training students prepare for the Board of Certification exam. This course is designed to review prominent theory, topics, and techniques related to athletic training practice; identify knowledge strengths/deficiencies and formulate an individualized study guide. Units: 1

**AT 242. Prevention and Wellness**

Prerequisites: Successful completion of AT 232, AT 234, AT 238, AT 253 & AT 296.

Theory and practical tools employed in sports medicine to screen, assess and prevent athletic injuries are reviewed. (1 lecture, 3 lab hours) Units: 2

**AT 244. Psychosocial Aspects of Injury and Rehabilitation**

Prerequisites: Successful completion of AT 232, AT 234, AT 238, AT 253 & AT 296.

An examination of psychosocial considerations in sport following injury, throughout the subsequent rehabilitation, and return to participation. Students will learn the importance of incorporating mental skills post-injury to increase motivation, performance, and confidence during the return to participation process. Units: 2

**AT 248. Professional Practice in Athletic Training**

Prerequisites: Successful completion of AT 232, AT 234, AT 238, AT 253 & AT 296.

Management of an athletic training facility including employee communication, human resources, professional ethics, and continuing education. Units: 2

**AT 251. Clinical Practicum I**

Prerequisites: Admission to the Master of Science in Athletic Training Program. This 16-week practicum will allow students to apply academic knowledge and further develop clinical skills under direct supervision from clinical preceptors. Includes a two-week immersive clinical experience and a 16-week integrated clinical experience. Units: 3

**AT 252. Clinical Practicum II**

Prerequisites: Successful completion of AT 212, AT 216, & AT 251.

This 16-week practicum will allow students to apply academic knowledge and further develop clinical skills under direct supervision from clinical preceptors. Units: 3

**AT 253. Clinical Practicum III**

Prerequisites: Successful completion of AT 222, AT 224, AT 226, AT 228, & AT 252.

Immersive practicum will allow students to apply academic knowledge and further develop clinical skills under direct supervision from clinical preceptors. Includes two-week and eight-week immersive clinical experience. Units: 6

**AT 254. Clinical Practicum IV**

Prerequisites: Successful completion of AT 232, AT 234, AT 238, AT 253, & AT 296.

This eight-week immersive practicum will allow students to apply academic knowledge and further develop clinical skills under direct supervision from clinical preceptors. Units: 6

**AT 296. Current Concepts in Athletic Training I**

Prerequisites: Successful completion of AT 222, AT 224, AT 226, AT 228, & AT 252.

A seminar course designed to focus on current topics in athletic training and sports medicine. Units: 3

**AT 297. Current Concepts in Athletic Training II**

Prerequisites: Successful completion of AT 232, AT 234, AT 238, AT 253, & AT 296.

A seminar course designed to focus on current topics in athletic training and sports medicine. Units: 3

**AT 298. Project**

Preparation, completion, submission, and/or demonstration of an original project. Approved for RP grading. Units: 3-6

**AT 299. Thesis**

Preparation, completion, and submission of an acceptable thesis for the master's degree. Approved for RP grading. Units: 3-6

## Steps to Graduate Degree Completion

In addition to completing all course work and clinical requirements, there are several additional steps that must be completed.

### Obtain Classified Standing

Upon admission into the program, students are either “*classified*” or “*conditionally classified*.” A graduate student is expected to attain classified graduate standing either at admission or during the first semester of studies. This classification designation is based upon evaluation of the student’s undergraduate preparation, undergraduate overall and prerequisite GPA, and letters of recommendation. Classified standing is normally granted to students with an undergraduate degree in Kinesiology or an associated field; overall and prerequisite GPA of 3.0 or higher; and appropriate letters of support. Conditionally classified students may achieve classified standing by maintaining a GPA of at least 3.0 during completion of the first semester of the program and completing any required remediation in identified area(s) of deficiency.

### Pass the Qualifying Writing Skills Exam (QWSE)

The writing assignment in AT 226 – Research Methods in Athletic Training II will serve as the Graduate Writing Requirement. If a student fails the QWSE, he or she can request to have the final assignment (Critically Appraised Topic paper) reviewed by a Subcommittee of graduate Athletic Training faculty. The Subcommittee may award a passing QWSE grade, but this grade will not affect the AT 226 final course grade. Failure to successfully complete this step may postpone or prevent advancement to candidacy.

As stated above, if the student fails the QWSE, he or she may request that a Subcommittee of graduate faculty review the final assignment (i.e., Critically Appraised Topic paper). This request will be made to the MSAT Program Director. The Subcommittee will receive a blind copy of the assignment. Upon review, the Subcommittee may award a passing QWSE grade, but this grade will not affect the Critically Appraised Topic paper grade or AT 226 final course grade.

### Pass the Qualifying Exam

The Qualifying Exam is a computerized exam containing 175 questions taken at the end of the semester. Students will have four hours to complete the exam. The Qualifying Exam is composed of questions on the content learned during their first year in the program, and the percentage of questions from each of the five practice domains is determined by the current [BOC Practice Analysis](#). The number of questions and time allotted are consistent with the Board of Certification (BOC) Exam that students must pass to become a Certified Athletic Trainer. Students will be required to pass the exam with a minimum score of 70%. Consistent with MSAT program policy, students will be allowed one opportunity to remediate the exam and must complete the remediation within one week of the start of the subsequent (Fall) semester. If remediation is required, it will not count toward the maximum number of remediations outlined in the program policy on remediations.

### Complete Advancement to Candidacy

In order to advance to candidacy, students must:

1. achieve classified standing
2. pass the Qualifying Writing Skills Exam (QWSE)
3. pass the Qualifying Exam
4. maintain a GPA of at least 3.0 in all post-baccalaureate coursework
5. complete at least 9 units at Fresno State toward the proposed program

Once all the above criteria are met, the “Advancement to Candidacy form, available on the Division of Research and Graduate Studies website, must be completed and submitted electronically to the MSAT Program Director. As part of the process of applying for advancement to candidacy, the student is expected to discuss the Advancement to Candidacy form with the MSAT Program Director. Prior to obtaining the Coordinator’s signature, the student is required to specify the tentative remaining course work as well as select the culminating experience. **The *Advancement to Candidacy* form must be completed by the Division of Research and Graduate Studies deadline each semester. This is usually within the first two weeks of the semester.**

### **Select the Culminating Experience**

The student must select an appropriate culminating experience within the selected course of study. The following culminating experiences are offered: comprehensive exam, project, or thesis. Students who select the comprehensive exam as their culminating experience will enroll in AT 296 and AT 297. Students who chose to complete a thesis or project must do so under the guidance of a committee chair who agrees to supervise the work. Note: Students must be Advanced to Candidacy prior to enrolling in AT 298 (Project) or AT 299 (Thesis). All students, regardless of selected culminating experience, must maintain continuous enrollment. See APPENDIX A for full description of each culminating experience.

### **Apply for Graduation**

1. Graduate students who anticipate completing all courses and requirements by the final day of a term must apply for graduation online at their Student Center (My Academic Records & Registration), receive online approval from the MSAT Program Director, and pay a non-refundable application filing fee in order to complete the graduation application process. The online application link is only available during the [graduation application filing period](#), which is generally the first two weeks of the semester in which the student intends to graduate.
2. Rent Cap and Gown (Kennel Bookstore).
3. Attend Hooding Ceremony at the end of the spring semester.

# California State University, Fresno

## MSAT Program Policies

### Technical Standards for Admission

The Athletic Training Program at California State University, Fresno is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Committee on the Accreditation of Athletic Training Education [CAATE]). All students admitted to the Athletic Training Program must meet the following abilities and expectations. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC, Inc. Certification Examination.

Candidates for selection to the Athletic Training Program must demonstrate:

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

Candidates for selection to the athletic training program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards. The Services for Students with Disabilities (SSD) Office 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 they 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 to assess 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.

California State University, Fresno students who have a verified disability are eligible for services through the SSD office. To receive services, follow these steps:

1. Students must complete an application and provide SSD with verification of a disability from an appropriate and acceptable professional. Documents including diagnosis, prognosis, and functional limitations assist SSD staff in providing the best fit accommodations. IEP/504 plan documents may be considered based on content. To access the Application for Services Form, please visit our [SSD's Forms page](#).
2. Make an appointment for an initial interview with an Access and Ability Specialist (AAS). When you meet with the AAS, you will discuss the functional limitations you may experience while on campus and different accommodations that may be helpful to you.
3. Additional appointments may be necessary for training and orientation in using specific accommodations to best serve the student.

### **Requirements of MSAT Program Progression and Retention**

Once students are accepted into the Master of Science in Athletic Training, they must:

1. Maintain a 3.0 overall GPA.
2. Attain a "C" or better or "CR" in each course within the major.
3. Earn a minimum of 70% on all written exams and major assignments and 80% on all practical exams in each course.
4. University policy requires graduate students to be continuously enrolled through regular enrollment at the university every fall and spring semester until the awarding of the degree. If students have applied for graduation during the summer, they must maintain continuous enrollment in that term as well. This policy does not apply to students who have been granted an official [Leave of Absence Request](#).
5. Maintain current Emergency Cardiac Care (ECC) certification at the Basic Life Support/Professional Rescuer level at minimum.

### **Remediation Policies and Procedures**

Students must achieve a level of "C" or higher on all lecture exams and major assignments and perform at a level of "B" or higher on all practical exams. If a student fails to meet these criteria, they must remediate and the following procedures will apply:

1. The instructor will notify the Program Director who may notify the Athletic Training Faculty Committee.
2. The student will be required to meet with the instructor(s) to identify deficiencies and identify strategies to address them prior to rescheduling the retake exam or resubmitting the major assignment.
3. The student is allowed one attempt to retake an exam or major assignment within two weeks. If the student is not successful with passing the retake, the student will not pass the class, regardless of the student's overall grade in the course. The following procedures apply.
  - a. The student will meet with the Athletic Training Faculty Committee. This discussion will include a review of the entire program including performance in classroom and clinical experiences as well as any mitigating factors (family crisis, illness, etc). Students should come prepared to discuss any details or considerations to explain his or her performance.

- b. The Athletic Training Faculty Committee's decision may include, but is not limited to, any of the following. Note that, due to the cohort nature of the MSAT program, the student cannot continue with other enrolled courses if this occurs prior to the end of the semester.
  - i. Withdraw from MSAT program courses effective immediately with an opportunity to return the following year to re-start the MSAT program.
  - ii. Receive an "I" in the course and retake the course the next time it is offered, attending all course sessions and completing all course exams and assignments.
  - iii. Receive the current grade in the course, if below a C.

Students cannot receive more than 4 cumulative remediations on lecture exams, practical exams, or major assignments as indicated in course syllabi.

1. Any student who has to remediate an exam or major assignment will be required to meet with the instructor of the course.
2. If a student reaches 2 remediations they will be required to meet with the instructor and Program Director for a review of their progress in the program to date.
3. If a student reaches 3 remediations they will be required to meet with instructor, Program Director, and Coordinator of Clinical Education to discuss their status in the program. This discussion will include a review of the entire program including performance in classroom and clinical experiences as well as any mitigating factors (family crisis, illness, etc). Students should come prepared to discuss any details or considerations to explain his or her performance.
4. If a student reaches 4 remediations, they will be required to meet with the Athletic Training Faculty Committee. This discussion will include a review of the entire program including performance in classroom and clinical experiences as well as any mitigating factors (family crisis, illness, etc). Students should come prepared to discuss any details or considerations to explain his or her performance.
5. If a student exceeds 4 remediations, they will be dismissed from the MSAT Program. The following procedures apply.
  - a. The student will meet with the Athletic Training Faculty Committee. This discussion will include a review of the entire program including performance in classroom and clinical experiences as well as any mitigating factors (family crisis, illness, etc). Students should come prepared to discuss any details or considerations to explain his or her performance.
  - b. The Athletic Training Faculty Committee's decision may include, but is not limited to, any of the following. Note that, due to the cohort nature of the MSAT program, the student cannot continue with other enrolled courses if this occurs prior to the end of the semester.
    - i. Withdraw from MSAT program courses effective immediately with an opportunity to return the following year to re-start the MSAT program. May include the condition that all coursework must be at the 'B' or higher level and/or no more than 2 additional remediations will be allowed.
    - ii. Extend the MSAT program by an additional year (to address individual student needs). May include the condition that all coursework must be at the 'B' or higher level and/or no more than 2 additional remediations will be allowed.
    - iii. Dismissal from the program with no option to be readmitted.

## **Policies and Procedures on Cheating and Plagiarism**

In the event of cheating/plagiarism (following due process), the instructor has the prerogative of lowering a grade, assigning a grade of "0" or "F" for the test/paper, assigning an "F" for the entire course, or recommending another penalty that seems appropriate. Refer to APM 235 Policies and Procedures on

Cheating & Plagiarism for guiding procedures:

<http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/235.pdf>

## **Policies and Procedures Regarding Probation, Suspension, or Dismissal**

All students accepted into the ATP are required to adhere to the following policies and procedures concerning Probationary Status and Program Dismissal. Once you have read the statement of policies, your signature is required for your acknowledgement of these policies.

### Policy for ATP Probation

During probationary status, clinical hours may be limited and the student may be required to attend mandatory study hall hours and/or Graduate Writing Studio sessions as determined by the ATP Faculty Committee. A student may be placed on probationary status if one or more of the following circumstances occurs:

1. University Administrative Academic Probation (AAP)
  - a. Students enrolled in graduate degree or certificate of advanced study programs may be placed on Administrative Academic Probation (AAP) for the following reasons:
    - i. failure to maintain the minimum GPA of 3.0 required by the California State Education Code, Title 5;
    - ii. repeated failure to make progress toward the graduate degree;
    - iii. or failure to comply with an academic requirement or regulation that is routine for all students or for a defined group of students.
2. Midterm grade in a course falls below 75%.

### Policy for ATP Suspension

During ATP suspension, students cannot enroll in program courses nor complete clinical hours. A student will be suspended from the ATP if one or more of the following circumstances occurs:

1. A grade of “D”, “F”, “NC”, “U”, “W”, or “I” in any course. A student has one attempt to correct a deficiency where a grade attained is a “D”, “F”, “U”, “W”, or “NC”, or “I” in a course. The course must be retaken the next time it is offered and a grade of “C” or better or “CR” must be attained. Grade substitution is not allowed.
2. Failure to earn a minimum of 70% on a written exam or major assignment or 80% on a practical exam following one attempt at remediation. The course must be retaken the next time it is offered and the minimum scores must be met on all exams.
  - a. A student who does not achieve this score must retake the exam within 2 weeks at a time convenient to the instructor in order to ensure competency in that particular content area. However, the retake attempt is solely to demonstrate competency and the student’s original grade will be used in the final calculation of the overall course grade. The student is allowed one attempt to retake the exam. If the student is not successful with passing the retake, the student will not pass the class, regardless of the student's overall grade in the course. See MSAT Remediation Policies and Procedures for full details.

The semester the student returns from ATP suspension to retake a course they must also enroll in the appropriate Clinical Practicum course (AT 251, 252, 253, or 254).

### Policy for ATP Dismissal

A student will be dismissed from the ATP if one or more of the following circumstances occurs:

1. University Academic Disqualification

- a. A student whose cumulative GPA falls below 2.0 at any time will be disqualified from the university.
  - b. A student who is on Administrative Academic Probation (GPA below 3.0) for any two semesters will be disqualified from the university.
2. A grade of “D”, “F”, “NC”, “U”, “W”, or “I” in any course on the second attempt will result in dismissal from the program.
  3. Exceeding the maximum number of allowed remediations.

#### Additional Infractions

A student may be placed on suspension or dismissed from the ATP for any of the following infractions:

1. Violation of the NATA Code of Ethics.
2. Violation of Athletic Department Policy or University Policy regarding student conduct under Title V of the California Administrative Code, sections 41301 through 41304, inclusive.
3. Inability to fulfill the Technical Standards for Athletic Training Students with reasonable accommodation.
4. Failure to maintain current Emergency Cardiac Care (ECC) certification at the Basic Life Support/Professional Rescuer level at minimum.
5. Repeated violations of the Disciplinary Action Policy.

#### Appeal Policy

A student who is academically disqualified by the University can appeal by completing the Petition for Readmission of Disqualified Graduate Student found on the Division of Research and Graduate Studies website. As part of this process, the student must also attach a one-page typed and signed appeal explaining the circumstances for the GPA and the plan to meet the required GPA of 3.0. The student must provide a rationale explaining the causes of the academic difficulties and how he or she will resolve these difficulties. The student should indicate anything else that would be helpful when considering the appeal request, including supportive documentation. These documents should be submitted to the MSAT Program Director for review at the next Athletic Training Graduate Faculty meeting.

A student who has been suspended or dismissed from the ATP for reasons other than University academic disqualification can appeal by submitting a one-page typed and signed letter explaining why the student is appealing, the rationale for why the decision should be overturned, and, if relevant, the plan to rectify the situation that led to the suspension/dismissal. This documentation should be submitted to the MSAT Program Director within 10 working days of notification. All ATP suspension and dismissal appeals will be heard and voted on by the ATP Director, Coordinator of Clinical Education, and Athletic Training Graduate Faculty Committee at the next Athletic Training Graduate Faculty meeting.

Students are reminded that faculty are not obligated to be on campus during the summer, winter and spring breaks and that submitting documentation around this time could delay the petition process.

#### **Athletic Training Program Disciplinary Action Policy**

Students are responsible for maintaining a standard of professionalism in-line with ATP policies, university policies, and NATA Code of Ethics. Unprofessional behaviors will result in disciplinary action. Examples of unprofessional behaviors are listed below. All infractions, regardless of whether they result in disciplinary action, will be documented using the ATP Infraction Reporting Form and stored in the student’s program file.

### Examples of Unprofessional Behavior

1. Unexcused absence

This can be an unexcused absence from a clinical assignment, game or event, mandatory program meeting, scheduled meetings with program faculty, or program courses.

2. Unethical or unprofessional conduct/behavior

Athletic Training Students are expected to behave in a legal, ethical, and professional manner.

Examples of unethical conduct include, but are not limited to: lying, breach of confidentiality, and drunk and disorderly behavior.

3. Excessive tardiness

Excessive tardiness to a clinical rotation and/or program course.

4. Low Clinical or Academic Performance

If a student's performance does not fulfill expectations, the supervising preceptor or faculty member can address the below average performance.

### Types of Infractions and Disciplinary Actions

#### Type I: Recognition

Often a first-time offense or an isolated incident. Students will meet with the Coordinator of Clinical Education or Program Director. The individual reporting the infraction will also be offered the opportunity to attend.

#### Type II: Intervention

May be a first-time offense that requires intervention or a repeated offense that has previously been addressed by the Coordinator of Clinical Education or Program Director. The Coordinator of Clinical Education and Program Director will meet with the student and determine the type of disciplinary action that will occur as a result of the infraction.\* The individual reporting the infraction will also be offered the opportunity to attend. *Disciplinary actions may include: reduction in clinical hours or suspension from the clinical rotation, removal from the clinical site, and/or point reduction or a grade of No Credit in the corresponding AT Clinical Practicum course.*

#### Type III: Mandated

Unethical behaviors not in line with ATP policies and standards, NATA Code of Ethics, and other university policies and/or behaviors that may cause harm to another person. May be a first-time offense that requires immediate intervention or a repeated offense that had been previously addressed. The Coordinator of Clinical Education and the Program Director will meet with the student and determine the type of disciplinary action that will occur as a result of the infraction.\* The individual reporting the infraction will also be offered the opportunity to attend. *Disciplinary actions may include: reduction in clinical hours or suspension from the clinical rotation, removal from the clinical site, point reduction or a grade of No Credit in the corresponding AT Clinical Practicum course, and/or dismissal from the Athletic Training Program.*

\*Disciplinary actions will be determined on a case-by-case basis.

### Appeal Process

The Athletic Training Student has 10 days to file an appeal in writing to the Athletic Training Program Director. All appeals will be heard and voted on by the MSAT Program Director, Coordinator of Clinical Education, and Athletic Training Graduate Faculty Committee. The individual reporting the infraction may be offered the opportunity to attend when appropriate.

## **Leave of Absence and Readmission Policy**

Students who wish to take a leave of absence from the university must submit their request to both the university and the MSAT Program Director. Additional information and the university form can be found here: <https://fresnostate.edu/studentaffairs/registrar/student-records/planned-ed-leave.html>

Additionally, students are required to submit a letter specifying the reason for the request and anticipated length of the leave to the MSAT Program Director. Students may be granted a MSAT program leave of absence in cases of illness or other extenuating circumstances. The letter will be reviewed by the Program Director, Coordinator of Clinical Education, and Athletic Training Graduate Faculty Committee. If a leave of absence is granted, faculty will work with the student to determine any remedial work that must be completed prior to the student being allowed to re-start in the MSAT program.

## **Bloodborne Pathogens Training and Exposure Control Plan**

All students must complete the OSHA bloodborne pathogens training as part of AT 202: Foundations of Athletic Training. Students must adhere to OSHA standards and follow universal precautions throughout their clinical education. All individuals working within the MSAT are anticipated to come in contact with blood or other infectious materials while performing their duties. The potential for exposure not only exists in the athletic training rooms, but also on the practice and/or competition fields.

The California State University, Fresno Blood Borne Pathogens exposure control plan is available here: <http://www.fresnostate.edu/adminserv/ehsrn/documents/Bloodborne%20Pathogens%20Exposure%20Control%20Plan%20master%20copy.pdf>

## **Communicable Disease Policy**

In addition to the previously mentioned health care policies, students who have contracted a communicable illness are required to follow the guidelines established by the MSAT Program.

Should a student become ill or injured during the academic year, professional medical services can be found at the Student Health Center located on campus. All students at Fresno State have medical benefits at the campus health facility paid through student enrollment fees.

Students are expected to notify the program director and preceptor if his/ her health status changes. Specifically, students are asked to report injuries or illnesses that would prevent his/her ability to continue meeting the ATP policies. Also, the students are to notify the program director and preceptor if he/she develops a communicable disease or illness that could be contracted by a patient or athlete that the student comes in contact with. Examples are contagious skin rashes, superficial soft-tissue infections, upper respiratory infections, lower respiratory infections, tuberculosis, gastrointestinal viruses, influenza, etc. If the preceptor or program director deems the student's condition presents a risk for the others in the clinical setting, the student will be prevented from participating in the clinical rotation until the student provides documentation from a physician stating that the student does not pose a health risk for the others in the clinical setting.

In the event that an athletic training student acquires an injury or illness that he/she believes is directly related to their involvement at an affiliated clinical rotation site, the student is required to report the injury or illness to the preceptor and Program Director immediately. The preceptor and Program Director will then

determine the course of action.

### **Immunization Policy**

Students must show proof of having the following immunizations up to date prior to starting the first clinical experience. All of the following immunizations are available at the Fresno State Student Health Center, most at no cost. Costs for immunizations are the responsibility of the student.

1. Measles and Rubella (MMR) or titer in the past five years
2. Hepatitis B
3. Varicella (chickenpox)
4. Tetanus, Diphtheria, Pertussis (Tdap)
5. Negative Tuberculosis skin test (within the past two years)
6. Influenza (annually by November 15)

If for any reason the student wishes to decline any of the above listed immunization, they must contact the Athletic Training Program Director.

*Note: As of Fall 2021, the university will require all incoming students to submit proof of immunizations in accordance with [CSU Executive Order 803](#). More information can be found here:*

*<http://www.fresnostate.edu/catalog/academic-regulations/policies.html#anchor277815>*

### **NATA Membership Policy**

Upon entrance into Fresno State's Athletic Training Program (ATP), students are expected to become members of the National Athletic Trainers' Association (NATA) and maintain this membership throughout the duration of the ATP. This allows students to apply for NATA and FWATA scholarships and the student writing contest, participate in the Student Quiz Bowl, and serve on the Student Leadership Committee or other leadership roles and provides students access to NATA resources such as the career center. More information on the benefits of membership can be found here:

<https://www.nata.org/benefits-nata-membership>.

### **Fair Practice Work Policy**

Athletic Training Students are not to serve in the capacity of a Certified Athletic Trainer. Students are not to act in the capacity of managers or secretarial support staff. They are not to be asked or expected to perform duties that compromise their educational experience.

Once a student has successfully completed and been evaluated on an athletic training competency and/or clinical proficiency skill, he/she may begin to utilize these skills on a daily basis, under the supervision of the preceptor, during the field experience.

Students are not paid and are prohibited from being paid for their participation in clinical and field experiences during the academic year. The non-payment of students in the program during the academic year is consistent with rulings from the Department of Labor.

## **Criminal Background Check Policy**

Criminal background checks will not be required before being accepted to or upon entering the ATP. However, the AT program director retains the right to request a criminal background check at any point during the student's progression in the program. Some clinical sites may have a policy requiring a current criminal background check prior to the start of the clinical experience.

## **Part-Time Job Policy**

Students are allowed to hold part-time jobs provided they do not interfere with the clinical aspect of the program. Clinical education and field experiences may take place at any time during the day depending on the practice schedules of the athletic teams or clinics that are included as part of the clinical experience. The Program is very understanding that many students must obtain employment to make ends meet, however, students must meet all requirements of clinical courses. Students must adhere to the Clinical Education Hour Policy. Realize that many athletic events occur on weekends, in the evenings, and in the early mornings. Employers must be accommodating for these types of situations.

## **Extracurricular Clinical Activities Policy**

Fresno State's Athletic Training Program (ATP) is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The CAATE requires that any clinical athletic training activity that is a part of a student's academic program is approved by the program and has a completed, signed affiliation agreement with the clinical site.

Students must proceed with caution if participating in any extracurricular clinical activities that may arise outside of official program clinicals. Should a student choose to independently participate in any such extracurricular clinical activities, they must consider the following:

- Students cannot represent the Fresno State Athletic Training Program in any way or imply ATP endorsement or approval during these events, including wearing program attire or nametags, nor stating their affiliation with the ATP.
- At no time will an athletic training student substitute or take the place of a certified athletic trainer or other qualified healthcare professional and should never be paid for providing athletic training services.
- Students should never provide any patient care beyond first aid unless supervised by a certified athletic trainer. Even when providing athletic training services (beyond first aid) under supervision of a certified athletic trainer, students may be in violation of certain state practice acts.
- It is the student's responsibility to review all state practice acts and regulations before choosing to participate in extracurricular clinical activities.
- Students should always prioritize clinical and academic experiences required by the ATP before participating in extracurricular clinical activities.
- Fresno State's liability policy only covers athletic training students during approved clinical experiences that are part of their educational program. Students should purchase their own liability policy if volunteering in any extracurricular clinical activities.

Students who violate the above policies may be in violation of the National Athletic Trainers' Association (NATA) Code of Ethics, Board of Certification (BOC) Standards of Professional Practice, and/or CAATE accreditation standards. Fresno State ATP students, faculty, and staff have the duty to report this behavior to



the NATA, BOC, and CAATE, which may place the student at risk for BOC eligibility and the program at risk for CAATE accreditation sanctions.

By signing the policy verification statement in ATrack, the student acknowledges the following

1. The student will not provide athletic training services without direct supervision by a certified athletic trainer.
2. Only clinical experiences approved by the Fresno State ATP with an approved preceptor at an approved clinical site may count toward the student's degree completion.
3. The student will report any of the above inappropriate activity to Fresno State ATP faculty that he/she observes or believes is occurring.
4. The student understands that if he/she provides athletic training services inappropriately, as described above, this may place his/her eligibility for ongoing enrollment in the Fresno State ATP, completion of clinical courses, and/or sitting for the BOC exam at risk.

## **Clinical Practicum Policies**

### Dress Code

Students should be appropriately groomed and modestly dressed in the proper uniform provided by your clinical site. Talk with your preceptors for site-specific dress instructions/guidelines. Students should wear close-toed shoes at all times or issued shoes from the program while in the clinic and a watch that shows seconds and can be used to assess a patient's pulse. Students are expected to wear their program-supplied nametag at all times to distinguish them as a student.

### Conflict of Interest Disclosure

Any potential conflict of interest that may arise due to relationships between students and coaches, preceptors, patients, and/or peers must be disclosed to the Coordinator of Clinical Education. By law, students over the age of 18 shall not engage in adult relations with individuals younger than the 18 years of age. Such conduct is a felony and punishable by imprisonment in the State of California.

### Direct Supervision

In numerous medical professions, an asynchronous approach to clinical development is used (i.e., the clinical training occurs after classroom training is fully complete). In our ATP, we incorporate both integrated clinical experiences, whereby the Athletic Training Student completes clinical rotations as academic courses are in progress, and immersive clinical experiences. That said, **Athletic Training Students are not to perform any skills on patients until they have received formal instruction of such skills.** The level of independence an Athletic Training Student is provided during the comprehensive clinical experience in the Fresno State ATP progressively increases. However, direct visual and auditory supervision is mandated at all times when direct patient care is being provided. By definition, direct supervision is defined by the ability of the preceptor to physically intervene on behalf of the Athletic Training Student, if needed. The primary intent and spirit of the direct supervision requirement is the protection of the Athletic Training Student. Moreover, a direct supervision guideline promotes the preceptor's ability to directly observe performance of athletic training proficiencies on actual patients.

### Clinical Education Hour Policy

Clinical hours and patient encounters must be entered into ATrack on the day they occurred. It is the responsibility of the student to keep track of all clinical hours accrued through regularly scheduled and additional events. The purpose of this hour log is two-fold: 1) to verify your regular participation in each rotation and 2) to ensure you are not scheduled an excess number of hours in a given week (>25 hours during

integrated clinicals). During clinical experiences, students are not required to complete clinical hours during official university breaks, defined as Thanksgiving break, winter break, spring break, and summer break.

*Integrated Clinical Experience Hour Policy:* To best ensure meeting the specific objectives for a given rotation and achieving satisfactory evaluation of the student's clinical proficiencies, the student should plan to have regularly scheduled hours averaging 15-25 hours/wk. Weeks where students exceed 25 hours/wk can be added with subsequent weeks where students may have worked less than 25 hours/wk; averaging the total hours to 25 hours/wk. If you are going to exceed 25 hours/wk on a given week, it is your responsibility to notify your preceptor so he/she can alter your schedule for the rest of the week. This will result in approximately 225-375 hours per semester. Students are also required to have at least one (1) day off in a seven (7) day period.

Students are encouraged to sign-up for additional events with Athletic Training Program preceptors outside of the student's assigned clinical rotation. The student must receive permission from their assigned preceptor before signing up for additional events. Unless otherwise indicated in a course syllabus, clinical rotations begin on the first day of instruction and end the week of the last day of instruction. Students are encouraged to voluntarily attend practices and events during the summer and winter breaks, however these hours do not count toward AT 251, 252, 253, or 254.

*Immersive Clinical Experience Hour Policy:* Students will complete four immersive clinical experiences totaling 20 weeks: Preseason Year 1 (two weeks), Preseason Year 2 (two weeks), Fall Year 2 (eight weeks), and Spring Year 2 (eight weeks). Students should plan to have full time, regularly scheduled hours in line with the hours their preceptor is at work. Students are also required to have at least one (1) day off in a seven (7) day period.

#### Proficiency Policy

Proficiencies will be submitted at multiple points throughout the semester to ensure that students are staying on track with these assignments. Students should refer to the appropriate course syllabus for mid-semester deadlines. Out of respect for the Preceptor's schedule, the students should not expect to complete more than two (2) proficiencies within a seven (7) day period, unless previously cleared by the preceptor. All proficiencies must be signed off by the student's assigned preceptor. For proficiencies that require documentation, SOAP notes must be submitted to the preceptor within two business days of completing the assessment. Students who do not complete proficiencies throughout the semester (dates indicated in the syllabus) will receive a strike. Failure to complete all proficiencies by the end of the semester will result in a grade of F (AT 251 & 252) or No Credit/NC (AT 253 & 254).

#### Evaluation of the Athletic Training Student (completed by the supervising clinical preceptor)

Students are required to have supervising clinical preceptors complete a formal evaluation of their clinical performance at the end of each rotation. It is the student's responsibility to request that the preceptor complete the form. Each preceptor has been trained to help you with this process. The evaluation is accessible in ATrack. Your preceptor will meet with you personally to discuss their evaluation of your performance. All evaluations must be submitted in ATrack by the date indicated in the syllabus.

#### Evaluation of the Preceptor and Facility (completed by the Athletic Training Student)

Students are required to complete formal evaluations of each of their supervising clinical preceptors at the end of each rotation. The purpose of this evaluation is to rate the degree to which the preceptor helped the student achieve the learning objectives for a given clinical rotation. It is the policy of the Athletic Training Program to provide regular feedback of these evaluations to the preceptor. To protect your identity, responses

of your specific evaluation are aggregated with other students. The evaluation is accessible in ATrack. All evaluations must be submitted in ATrack by the dates indicated in the syllabus.

### Student Travel to Clinical Sites

Integrated clinical rotations: Students are responsible for traveling to and from their clinical sites.

Immersive clinical rotations: Students will be given the opportunity to gain immersive clinical experience at a variety of locations. In many cases, the clinical setting may be outside of the local area, state or even country. In these cases, students are responsible for all expenses associated with relocation and housing incurred during the immersive clinical experience.

Students are responsible for any tickets, accidents, etc. they may incur while driving to these sites. Therefore, students are highly encouraged to have insurance and to drive responsibly. Students should not allow another student to drive their vehicle or drive another student's or preceptor's vehicle during these experiences.

# California State University, Fresno

## University Policies

### University Honor Code of Academic Integrity

<http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/236.pdf>

### University Catalog Policies

<http://www.fresnostate.edu/catalog/academic-regulations/policies.html>

Career Placement Policy

Changes on Rules and Policies

Cheating and Plagiarism

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Credit Hour

CSU Immunization Requirements

Disposition of Fees

E-mail Communication

Nondiscrimination Policy

Privacy Rights of Students in Education Records

Programs Leading to Licensure and Credentialing

Research on Human Subjects

Reservation to Deny Admission

Student Body Fee

Safety Checklist

Service Learning Policy

Smoking Policy

Student Complaint Procedure

Student Conduct

### Academic Policies and Regulations

<http://www.fresnostate.edu/catalog/academic-regulations/index.html>

### Financial Aid Withdrawal Policy

<http://www.fresnostate.edu/studentaffairs/financialaid/policies/withdrawal.html>

### Division of Research and Graduate Studies Policies & Forms

<http://fresnostate.edu/academics/gradstudies/forms/>

## Campus and Community Resources

- Academic Calendars <http://www.fresnostate.edu/academics/about/calendars/current.html>
- Cross Cultural and Gender Center <http://www.fresnostate.edu/studentaffairs/ccgc/>
- Dream Success Center <http://fresnostate.edu/studentaffairs/dsc/index.html>
- Financial Aid and Scholarships <http://www.fresnostate.edu/studentaffairs/financialaid/index.html>
- Graduate Writing Studio  
<http://www.fresnostate.edu/academics/gradstudies/graduatewritingstudio.html>
- Learning Center <http://fresnostate.edu/studentaffairs/lrc/>
- Services for Students with Disabilities <http://www.fresnostate.edu/studentaffairs/ssd/>
- Student Cupboard <http://www.fresnostate.edu/studentaffairs/foodsecurity/student-cupboard.html>
- Student Health and Counseling Center <https://www.fresnostate.edu/studentaffairs/health/>
- Tech Lending <https://library.fresnostate.edu/tech/tech-lending>

## Appendix A – Culminating Experience Guidelines

### Comprehensive Exam as culminating experience

#### A. Comprehensive Exam description

A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination demonstrate independent thinking, appropriate organization, critical analysis and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of The California State University.

#### B. Complete exam during scheduled time (Spring semester of second year).

#### C. Comprehensive Exam Guidelines & Appeals Process

The comprehensive exam comprises two essay-style questions and two practical scenarios that cover nine graduate classes. The Exam will be administered over three days toward the end of the spring semester. Students will answer one question from each of the following four categories:

1. Written question from Research Methods (AT 216 and AT 226)
2. Written question from Organization and Administration (AT 228 and AT 248)
3. Practical scenario from Evaluation and Treatment (AT 212, AT 222, and AT 232)
4. Practical scenario from General Medical Emergencies (AT 224, AT 234)

On the first day, the student will be given two hours to answer one question from the Research Methods category and one question from the Organization and Administration category. Graduate-level writing mechanics are expected for the responses. On the second day, the student will be given one hour to complete one practical scenario from the Evaluation and Treatment category. On the third day, the student will be given one hour to complete one practical scenario from the General Medical Emergencies category.

Evaluation of the exam will be conducted by the Athletic Training Faculty. For the two written questions, the identity of the exam author will not be made known to faculty members. Faculty who are knowledgeable in the course content will read and evaluate each written answer or practical performance on a ten-point scale. Each question is worth 10 points. To pass the exam, a student must score a minimum of 7 points on each question/scenario.

Students who fail the comprehensive examination on their first attempt must retake the question(s)/scenario(s) for which they earned a score of less than 7 out of 10. Make-up exam dates will be scheduled by the Athletic Training Faculty Committee. Students will be given new questions and the scores from the second attempt will replace scores from the first attempt. Unless there are extenuating circumstances, the exam may be repeated only one time.

#### Appeals Process for the Comprehensive Examination

Students who wish to appeal their comprehensive exam results must schedule an appointment with the MSAT Program Director. At that meeting, the MSAT Program Director will share the instructor's (instructors') feedback for the failed question(s). The MSAT Program Director will discuss the evaluation process and answer any questions. If a student wishes to appeal the score of the failed question(s), the student must explain in writing his or her objection and request that the instructor(s) review the original response(s) again. In order for this process to be objective, the student will not put his or her name on any written documents. The instructor will re-review the student's comprehensive exam response in conjunction with the

student's written document(s). If the student's new score is 7 or more on a re-reviewed question, the new score will replace the original score for that question. However, if the student's new score is still less than 7 on a re-reviewed question, the student fails the comprehensive exam.

### **Thesis or Project as culminating experience**

#### **A. Thesis and Project descriptions**

- a. A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.
- b. A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.

#### **B. A Thesis or Project proposal must be developed with direction and assistance from the thesis chair or project advisor and other committee members.**

- a. Committee selected (usually 3 members including thesis chair or project advisor).
- b. Enrollment in initial 3 units of AT 299 (Thesis) or AT 298 (Project)

#### **C. The Proposal Process**

See the approved protocol for project and thesis proposals (Appendix B & C).

1. Abstract will be sent electronically to graduate faculty 5 business days prior to the proposal and posted on the Graduate Bulletin Board.
2. Project and thesis proposals will be emailed to the committee with one hard copy copy left in the photocopy room for review by other graduate faculty members. This will occur 5 business days prior to the proposal.
3. An oral presentation of the thesis/project proposal must be completed in front of the members of the graduate committee.
4. If the thesis/project proposal is approved, then the Master's Project (298) Committee Assignment Form or the Master's Thesis (299) Application/Acceptance Form must be signed by the graduate committee and filed with the MSAT Program Director.
5. Human Subjects approval: If a quorum of graduate faculty members is present, a vote regarding the use of human subjects may be done at the proposal. If no quorum is present, human subjects review will occur at a graduate faculty meeting or electronically. If/when approved, the Committee on the Protection of Human Subjects Departmental Review Form is signed by members of the graduate faculty committee and filed with the MSAT Program Director.

#### **D. Completing the Thesis or Project**

See the approved protocol for thesis and project completion (Appendix B & C).

1. Enrollment in remaining 3 units of AT 299 (Thesis) or AT 289 (Project)
2. Collect and analyze data as previously proposed. Write the thesis or project.
3. Final draft distributed to committee members for review. A copy will be placed in the Kinesiology Department Copy Room. Signature of each committee member must be obtained (approval signature page) before the thesis or project can be approved.
4. Thesis Only: Final draft submitted to Graduate School is generally at least 6 weeks prior to the last day of instruction of the graduating semester (late in October or March).

## **Appendix B - Department of Kinesiology Protocol for Projects**

### Protocol for Project Proposal\*

Once the project chair has determined that the student is ready to propose the project, adherence to the following steps is required:

1. The student, Project Chair, and Project committee must agree on a date, time, and location for the proposal. The student must then submit a hard copy of the project proposal to the committee members with one additional copy left in the Copy room for review by other graduate faculty members. These documents will be distributed no later than 5 working days prior to the scheduled proposal. Students are strongly encouraged to propose their project no later than 10 working days prior to the last day of instruction.
2. With the guidance of the Project Chair, the student is responsible for distributing the one-page abstract to all graduate faculty members as well as posting it on appropriate message boards in the Department of Kinesiology (i.e., graduate bulletin board, sport psychology and human performance lab bulletin boards, kinesiology office bulletin board). The one-page abstract will include the project title, the candidate's name, the names of the project committee members, an overview of the project proposal, the date, time, and location of the proposal meeting. The abstract is to be posted no later than 5 working days prior to the scheduled proposal. Students may also announce their proposal on the South Gym video monitor.
3. The proposal review meeting will adhere to the following format. The student will present their proposal as directed by the Project Chair. The presentation is limited to 15 minutes and the student will use appropriate presentation software. The presentation will be followed by questions from the project committee members and then an open discussion of the proposal. Following the discussion members of the project committee will make a final decision on the proposal (approve; approve pending revisions; not approve; table). If a quorum of graduate faculty members is present, a vote regarding the use of human subjects may be done at the proposal. If no quorum is present, human subjects review will occur at a graduate faculty meeting or electronically. The proposal review meeting should be limited to 45 minutes.
4. Prior to starting data collection, the project committee chair will ensure that the Committee on the Protection of Human Subjects Departmental Review Form is completed and returned to the MSAT Program Director.

\* Students are strongly encouraged to propose their project during the regular academic year. Faculty are not under contract during the winter and summer breaks and therefore, not obligated to be on campus during those times.

### Protocol for Project Completion \*

Once the Project Chair has determined that the student has successfully completed the project requirements, adherence to the following steps are required:

1. The student will submit a copy of the project to each member of the project committee prior to the project completion meeting.
2. The student, in consultation with his or her Chair, will schedule a project completion meeting with members of the project committee. It is strongly recommended that this meeting occur no later than 5



working days prior to the last day of instruction. Failure to follow this guideline will likely delay the student's graduation.

3. The student will send a broadcast email to the rest of the graduate faculty (i.e., non-committee members) to announce the date, time, and location of the project completion meeting. The meeting will be open to anyone interested in attending although only members of the project committee will have a vote to approve the final product.
4. The student is also responsible for posting a one-page abstract on appropriate message boards in the Department of Kinesiology (i.e., graduate bulletin board, sport psychology and human performance lab bulletin boards, kinesiology office bulletin board). The one-page abstract will include the project title, the candidate's name, the names of the project committee members an overview of the project with results, the date, time, and location of the completion meeting. If appropriate, the student will leave a hard copy of the completed project in the copy room for review of the graduate faculty.
5. At the project completion meeting the student will be required to provide a brief (10 minutes) oral summary of the key results and conclusions. This is not a formal presentation and does not require presentation software.
6. At the end of the meeting the project committee members will vote to acknowledge completion of the project and assign the student a letter grade OR require the student to make significant revisions and schedule another project completion meeting. The project completion meeting is restricted to 45 minutes.

\* Students are strongly encouraged to conduct their project completion approval meeting during the regular academic year. Faculty are not under contract during the winter and summer breaks and therefore, not obligated to be on campus during those times.

## **Appendix C - Department of Kinesiology Protocol for Theses**

### Protocol for Thesis Proposal\*

Once the thesis chair has determined that the student is ready to propose the thesis, adherence to the following steps is required:

1. The student, Thesis Chair, and Thesis committee must agree on a date, time, and location for the proposal. The student must then submit a hard copy of the thesis proposal to the committee members with one additional copy left in the Copy Room for review by other graduate faculty members. These documents will be distributed no later than 5 working days prior to the scheduled proposal. Students are strongly encouraged to propose their thesis no later than 10 working days prior to the last day of instruction.
2. With the guidance of the Thesis Chair, the student is responsible for electronically distributing the one-page abstract to all graduate faculty members as well as posting it on appropriate message boards in the Department of Kinesiology (i.e., Graduate bulletin board, Sport and Exercise Psychology and Human Performance Lab bulletin boards, Kinesiology office bulletin board). The one-page abstract will include the thesis title, the candidate's name, the names of the thesis committee members, an overview of the thesis proposal, the date, time, and location of the proposal meeting. The abstract is to be posted no later than 5 working days prior to the scheduled proposal. Students may also announce their proposal on the South Gym video monitor.
3. The proposal review meeting will adhere to the following format. The student will present their proposal as directed by the Thesis Chair. The presentation is limited to 10-15 minutes and the student will use appropriate presentation software. The presentation will be followed by questions from the thesis committee members and then an open discussion of the proposal. Following the discussion, members of the Thesis committee will make a final decision on the proposal (approve; approve pending revisions; not approve; table). If a quorum of graduate faculty members is present, a vote regarding the use of human subjects may be done at the proposal. If no quorum is present, human subjects review will occur at a graduate faculty meeting or electronically. The proposal review meeting should be limited to 45 minutes.
4. Prior to starting data collection, the Thesis Chair will ensure that the Committee on the Protection of Human Subjects Departmental Review Form is completed and returned to the MSAT Program Director.

\* Students are strongly encouraged to propose their thesis research during the regular academic year. Faculty are not under contract during the winter and summer breaks and therefore, not obligated to be on campus during those times.

### Protocol for Thesis Completion\*

Once the Thesis Chair has determined that the student has successfully completed the thesis requirements, adherence to the following steps are required:

1. The student will submit a copy of the thesis to each member of the Thesis committee no later than 10 working days prior to the Division of Research and Graduate Studies deadline for submitting theses in the semester in which the student intends to graduate (and no later than 5 working days prior to the scheduled defense). A copy of the final thesis will be placed in the Copy Room for review by the graduate faculty.

2. The student, in consultation with his or her Chair, will schedule a thesis completion meeting with members of the thesis committee no later than 5 working days prior to the Division of Research and Graduate Studies deadline for submitting theses. Failure to follow this guideline will likely delay the student's graduation.
3. The student will send a broadcast email to the rest of the graduate faculty (i.e., non-committee members) to announce the date, time, and location of the thesis completion meeting. The meeting will be open to anyone interested in attending although only members of the thesis committee will have a vote to approve the final product. The broadcast email is to be sent the day the thesis is submitted to the Thesis committee.
4. The student is also responsible for posting a one-page abstract on appropriate message boards in the department of Kinesiology (i.e., Graduate bulletin board, Sport and Exercise Psychology and Human Performance Lab bulletin boards, Kinesiology office bulletin board). The one-page abstract will include the thesis title, the candidate's name, the names of the thesis committee members, an overview of the thesis with results, the date, time, and location of the completion meeting. The abstract is to be posted the day the thesis is submitted to the thesis committee.
5. At the thesis completion meeting the student will be required to provide a brief (5-8 minute) oral summary of the key results and conclusions. The format of the presentation (i.e., use of presentation software, etc.) will be determined in consultation with the Thesis chair and committee.
6. At the end of the meeting the thesis committee members will vote to allow the student to submit the thesis, with revisions if needed, to the Division of Research and Graduate Studies and sign-off on the Thesis Draft Approval Form OR require the student to make significant revisions and schedule another thesis completion meeting. The thesis completion meeting should be limited to 45 minutes.

\* Students are strongly encouraged to conduct their thesis completion meeting during the regular academic year. Faculty are not under contract during the winter and summer breaks and therefore, not obligated to be on campus during those times.