

# **California State University, Fresno**

*MASTER OF SCIENCE IN ATHLETIC TRAINING*

*Program Handbook*

*2025-2026*



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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 athletic training program graduate students, preceptors, and faculty members the policies and processes associated with the Master of Science in Athletic Training degree.

### Program Faculty

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

### California State University, Fresno Mission Statement

Fresno State empowers students for success through a transformative education rooted in active service with diverse communities.

### 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

- Exploration - We commit to cultivating the exploration of ideas and of creative expression through nurturing curiosity and open-mindedness.
- Excellence. We commit to growing excellence in research, teaching and professional development to reach our fullest potential.
- Inclusion. We commit to promoting diversity, equity, inclusion, access and belongingness based on a fundamental respect for others.
- Community. We commit to strengthening our community through education, research and service.

### MSAT Program Values

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

### Goals and Program Outcomes

- A. Student Learning:** *The MSAT program will ensure quality student learning in both didactic and clinical instruction as students matriculate through the program.*

**Outcome 1:** Students will demonstrate competence on skills through practical examinations

**Outcome 2:** Students will demonstrate foundational knowledge through performance on written examinations and written assignments

**Outcome 3:** Students will demonstrate competence in clinical skills through performance evaluations

**Outcome 4:** Students will retain knowledge from the first year of MSAT education

- B. Quality of Instruction:** *The MSAT program will provide quality didactic instruction through a variety of instruction and assessment methods.*

**Outcome 1:** Instructors will provide quality didactic instruction

**Outcome 2:** Instructors utilize course delivery and assessment methods that facilitate learning and student success

- C. Quality of Clinical Education:** *The MSAT program will ensure quality clinical education by utilizing clinical sites and preceptors that reflect the program's mission and facilitate student learning.*

**Outcome 1:** The program will provide clinical opportunities through quality preceptors

**Outcome 2:** Clinical sites will demonstrate compliance with facility standards

- D. Student Readiness for Independent Practice:** *The MSAT program will ensure student readiness for independent practice.*

**Outcome 1:** Students will demonstrate readiness for independent practice during their clinical experiences

**Outcome 2:** Students will be prepared to pass the program's comprehensive examinations

**Outcome 3:** Students will be prepared to pass the BOC

**Outcome 4:** Students will report readiness to enter the profession

## 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. Document 100 hours of observation with a Certified Athletic Trainer;
4. Participate in an interview;
5. Have an undergraduate GPA of at least 3.0; and
6. Earn a C or better and 3.0 GPA in the following prerequisite courses:

\*Students who do not meet the required 3.0 cumulative and/or prerequisite GPA may still be considered.

| 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 and Human Physiology with lab or combined Anatomy & Physiology (2 semester sequence)                                                                                                                               |
| 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<br>(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 at the Basic Life Saver or First-Reponder Level<br>*students with expired certifications will be renewed during program inservice | 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 interview and admissions are partially based on grades received in prerequisite courses, therefore applications will only be considered if there are no more than two (2) prerequisites in progress 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) (\$99 application fee). You will be required to submit official transcripts at this time.

Part 2: Apply to the 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:  
<https://adminfinance.fresnostate.edu/accountingservices/students/tuitionfees.html>

MSAT Student Fees are approximately \$1,600 across the two year program, including:

- ATrack lifetime membership fee: \$90
- Clothing and equipment: \$300
- Books: approx \$1000, varies based on ebook vs. hard copy textbook
- Board of Certification Practice Exams (2) - \$70 (\$35 each)
- NATA membership: \$117 (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

**California State University, Fresno**  
**Master of Science in Athletic Training Course Sequence**

|                                                                      |                        |
|----------------------------------------------------------------------|------------------------|
| <b><u>Fall Year 1</u></b>                                            | <b><u>18 units</u></b> |
| AT 202 Foundations of Athletic Training ( <i>completed in July</i> ) | (1)                    |
| AT 212 Anatomy, Evaluation, and Rehab of the Lower Extremity         | (6)                    |
| AT 214 Therapeutic Modalities                                        | (3)                    |
| AT 234 Immediate and Emergency Care                                  | (3)                    |
| AT 251 Clinical Practicum I                                          | (5)                    |
| <b><u>Spring Year 1</u></b>                                          | <b><u>15 units</u></b> |
| AT 222 Anatomy, Evaluation, and Rehab of the Upper Extremity         | (4)                    |
| AT 226 Applied Research Methods and Statistics in Athletic Training  | (4)                    |
| AT 228 Policies & Procedures in Athletic Training                    | (2)                    |
| AT 252 Clinical Practicum II                                         | (5)                    |
| <b><u>Fall Year 2</u></b>                                            | <b><u>18 units</u></b> |
| AT 224 Primary Care in Athletic Training                             | (3)                    |
| AT 232 Anatomy, Evaluation, and Rehab of the Spine                   | (2)                    |
| AT 233 Clinical Pharmacology for Athletic Trainers                   | (2)                    |
| AT 242 Prevention and Wellness                                       | (2)                    |
| AT 238 BOC Exam Prep Seminar                                         | (1)                    |
| AT 296 Current Concepts in AT I (or Thesis/Project hours)            | (3)                    |
| AT 253 Clinical Practicum III                                        | (5)                    |
| <b><u>Spring Year 2</u></b>                                          | <b><u>11 units</u></b> |
| AT 244 Behavioral Health in Athletic Training ( <i>online</i> )      | (1)                    |
| AT 248 Professional Practice in Athletic Training ( <i>online</i> )  | (1)                    |
| AT 297 Current Concepts in AT II (or Thesis/Project hours)           | (3)                    |
| AT 254 Clinical Practicum IV                                         | (6)                    |

62 units total

## **MSAT Course Descriptions**

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

Prerequisites: 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, bracing, and wound care are practiced. (3 lab hours).

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

Prerequisites: Admission to the Master of Science in Athletic Training Program. Concepts and clinical application of anatomy, evaluation, and rehabilitation of musculoskeletal impairments of the lower extremity. (4 lecture, 6 lab hours).

### **AT 214. Therapeutic Modalities**

Prerequisites: Admission to the Master of Science in Athletic Training Program. Concepts and clinical application of thermotherapies, electrical modalities, and manual therapy techniques (2 lecture, 3 lab hours).

### **AT 222. Anatomy, Evaluation, and Rehabilitation of the Upper Extremity**

Prerequisites: Successful completion of AT 202, AT 212, AT 214, AT 234 & AT 251. Concepts and clinical application of anatomy, evaluation, therapeutic modalities, and rehabilitation of musculoskeletal impairments of the upper extremity. (2 lecture, 6 lab hours).

### **AT 224. Primary Care in Athletic Training**

Prerequisites: Successful completion of AT 222, AT 226, AT 228, & AT 252. This course will provide a foundational level of knowledge on general medical conditions by body systems, their mechanism of acquisition, signs and symptoms, referral criteria and guidelines for return to participation. Students will also learn methods to identifying risk factors and prevention of the medical conditions. Additionally, students will learn clinical skills to identify, treat, and manage the conditions. (2 lecture, 3 lab hours).

### **AT 226. Applied Research Methods and Statistics in Athletic Training**

Prerequisites: Successful completion of AT 202, AT 212, AT 214, AT 234, & AT 251. This course introduces students to the fundamental concepts and techniques of research methods and statistics, providing a solid foundation for designing a study, and collecting and analyzing data. Appraisal of current evidence and integration of research into Athletic Training clinical practice is also emphasized.

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

Prerequisites: Successful completion of AT 202, AT 212, AT 214, AT 234, & AT 251. Sports medicine ethics, legal considerations, and policies and procedures following local, state, and national guidelines.

### **AT 232. Anatomy, Evaluation, and Rehabilitation of the Spine**

Prerequisites: Successful completion of AT 222, 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. (1 lecture, 3 lab hours).

### **AT 234. Immediate and Emergency Care**

Prerequisite: Admission to the Master of Science in Athletic Training Program. The prevention, recognition, evaluation, acute care, treatment, and return to participation for catastrophic injuries in physical activity. (2 lecture, 3 lab hours).

### **AT 238. BOC Exam Prep Seminar**

Prerequisites: Successful completion of AT 222, 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.

**AT 242. Prevention and Wellness**

Prerequisites: Successful completion of AT 222, AT 226, AT 228, & AT 252. Theory and practical tools employed in sports medicine to screen, assess and prevent athletic injuries are reviewed. (1 lecture, 3 lab hours).

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

Prerequisites: Successful completion of AT 224, AT 232, AT 233, AT 238, AT 242, AT 253 & AT 296. Students will learn to identify, refer, and give support to patients with behavioral health conditions, work with other health care professionals to monitor treatment, compliance, progress, and readiness to participate, and develop and implement policies and procedures related to behavioral health.

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

Prerequisites: Successful completion of AT 224, AT 232, AT 233, AT 238, AT 242, AT 253 & AT 296. Management of an athletic training facility including employee communication, human resources, professional ethics, and continuing education.

**AT 251. Clinical Practicum in Athletic Training 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.

**AT 252. Clinical Practicum in Athletic Training II**

Prerequisites: Successful completion of AT 202, AT 212, AT 214, AT 234, & AT 251. This 16-week practicum will allow students to apply academic knowledge and further develop clinical skills under direct supervision from clinical preceptors.

**AT 253. Clinical Practicum in Athletic Training III**

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

**AT 254. Clinical Practicum in Athletic Training IV**

Prerequisites: Successful completion of AT 224, AT 232, AT 233, AT 238, AT 242, AT 253 & AT 296. This 16-week immersive clinical experience will allow students to apply academic knowledge and further develop clinical skills under direct supervision from clinical preceptors. CR/NC grading only.

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

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

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

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

Prerequisites: Successful completion of AT 224, AT 232, AT 233, AT 238, AT 242, AT 253 & AT 296.

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

**AT 298. Project**

Preparation, completion, submission, and/or demonstration of an original project. Approved for RP grading.

Units: 3

**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 Critically Appraised Topic (CAT) writing assignment in AT 226 – Applied Research Methods and Statistics will serve as the Graduate Writing Requirement. Students are required to pass this writing assignment with a score of 70% or higher.

If a student fails the QWSE, they can request to have the final assignment (CAT paper) reviewed by a subcommittee of graduate athletic training faculty. 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 second 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. Due to the objective nature of the Qualifying Exam (i.e., question consisting of multiple choice, T/F, multiple answer, and matching), students are not able to appeal their score on the Qualifying Exam.

### **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.**

Students who do not meet the requirements to Advance to Candidacy will not be able to continue in the program and may be subject to program dismissal (see policy on Requirements of MSAT Program Progression and Retention).

### **Select the Culminating Experience**

Students 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 a 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 or purchase a cap, gown, tassel, and hood (Sage Green) from the Kennel Bookstore.
3. Attend the 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 in all post-baccalaureate coursework.
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. Fulfill all requirements to Advance to Candidacy (see pg. 15).
5. 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](#).
6. Maintaining a standard of professionalism in-line with ATP policies, university policies, and NATA Code of Ethics
7. 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 grade of "C" (70.0%) or higher on all written assignments that are being used to assess CAATE standards. This may include lecture exams, quizzes, and/or major assignments (e.g., papers, projects, etc.). Students must achieve a grade of "B" (80.0%) 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 is encouraged to meet with the instructor(s) to identify deficiencies and strategies to address them prior to rescheduling the remediation or resubmitting the major assignment.
3. The student is allowed one attempt to retake an exam or resubmit a major assignment. The retake and/or resubmission must occur within two weeks of the student being notified of their grade.
4. If a student successfully remediates their exam, quiz, or written assignment, they will continue in the course. 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.
5. If the student is not successful with passing the remediation, the student will not pass the class, regardless of the student's current 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: Decisions are determined on a case-by-case basis.
    - i. Withdraw from MSAT program courses effective immediately with an opportunity to return the following year to re-take the incomplete courses. 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 (see Policy for ATP Suspension for full details).
    - 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 (see Policy for ATP Suspension for full details).
    - iii. Receive the current grade in the course, if below a C (see Policy for ATP Suspension for full details).
  6. If a student reaches 3 remediations they will be required to meet with the Program Director for a review of their progress in the program to date. 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.
  7. Students cannot receive more than 4 cumulative remediations on lecture exams, practical exams, or major assignments as indicated in course syllabi during their time in the program.
  8. If a student fails to achieve a score of 70.0% on a written exam or assignment and/or a score of 80% on a practical exam after their 4 successful remediations, the following procedures will apply.
    - a. The student 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.
    - b. The Athletic Training Faculty Committee's decision may include, but is not limited to, any of the following. Note: Decisions are determined on a case-by-case basis.
      - i. Withdraw from MSAT program courses effective immediately with an opportunity to return the following year to re-start the MSAT program (see Policy for ATP Dismissal for full details). This option 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. Provide one additional attempt at remediation granted the student is placed on program probation (see Policy on ATP Probation) and does not require further remediation attempts during their time in the program.
      - 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 MSAT Program Probation

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%.
3. The student reaches three (3) remediation attempts.

Prior to being placed on program probation, the student must meet with the Program Director to discuss the student's academic progress. If the Program Director feels it is necessary, the Coordinator of Clinical Education, and/or the MSAT Faculty Committee may be asked to attend the meeting as well. At this time, the student should be prepared to discuss any extenuating circumstances that may have led to the program probation (e.g., illness, family emergency, etc.).

The terms and requirements of a student's probationary status will be determined on a case-by-case basis. During probationary status, the Program Director, Coordinator of Clinical Education, and/or MSAT Faculty Committee may ask the student to complete certain requirements. These requirements may include, but are not limited to: mandatory reduction in clinical hours, mandatory study hall hours and/or Graduate Writing Studio sessions, seeking guidance from the Graduate Student Success Center, and/or regular meetings with the Program Director, Coordinator of Clinical Education, and/or other program instructors.

#### Policy for ATP Suspension

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 (see MSAT Remediation Policies and Procedures for full details).

During ATP suspension, students cannot enroll in program courses nor complete clinical hours. During 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
3. Exceeding the maximum number of allowed remediations.
4. Failure to meet the requirements to Advance to Candidacy (see pg. 15).
5. Failure to comply with the rules and regulations of the ATP regarding unethical or unprofessional behavior, leading to an infraction and disciplinary action (see Athletic Training Program Disciplinary Action Policy).

### Additional Infractions

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

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

### **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, cheating/plagiarism, 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 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 Program Director. 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, and/or point reduction or a grade of No Credit in the corresponding AT Clinical Practicum course.*

#### Type III: Mandated

Unethical or unprofessional conduct/behavior 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 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.

#### Disciplinary Action Process

Once an Infraction Reporting Form is submitted in ATrack, an email will be sent directly to the AT Program Director. The Program Director will reach out to the student to schedule an Infraction Review Meeting. Depending on the type of infraction, the Coordinator of Clinical Education and additional members of the MSAT Faculty Committee may also be invited to attend the Infraction Review Meeting. The person issuing the infraction will also be given an opportunity to attend the meeting.

The student will have access to the Infraction Reporting Form in ATrack, however, notes taken during the Infraction Review Meeting will be kept strictly confidential. At the student's request, they may meet with the AT Program Director to discuss a summary of what was stated in the Infraction Review Meeting notes and submitted to ATrack.

During the meeting, the student will be given an opportunity to discuss circumstances that led to the infraction. The person issuing the infraction will also be given an opportunity to speak. Depending on the information presented, the Program Director (and if applicable, members of the MSAT Faculty Committee) determines the type of infraction, and if applicable, the disciplinary action that may occur.

Students who do not agree with the disciplinary action as a result of the infraction (e.g., reduction in clinical hours, suspension from clinical rotation, etc.; see Program Handbook) will have the opportunity to appeal (see Appeal Policy).

#### **Appeal Policy**

#### University Academic Disqualification

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.

### Program Dismissal

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 MS Athletic Training Graduate Faculty Committee at the next Athletic Training Graduate Faculty meeting. During this time, extenuating circumstances will be considered, and other program information (e.g., number of infractions, number of remediations, grades, clinical evaluations completed by the student's preceptors, etc.).

If the student is appealing a disciplinary action, the individual reporting the infraction may be offered the opportunity to attend when appropriate.

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.

Decisions from the MSAT Graduate Faculty Committee may include, but are not limited to, the following. Note: all decisions are determined on a case-by-case basis.

1. Uphold the decision to dismiss the student from the program.
2. Veto the decision and place the student on ATP Suspension (see Policy on ATP Suspension)
3. Veto the decision and fully reinstate the student. Note: the student must be able to meet all of the requirements to continue in the program and progress toward graduation.

### **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 AT Program Director, Coordinator of Clinical Education, and MS 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 prior to the start of their first and second academic year. The OSHA bloodborne pathogens training will take place on Canvas. 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/ehsrm/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 their health status changes. Specifically, students are asked to report injuries or illnesses that would prevent their ability to continue meeting the ATP policies. Also, the students are to notify the program director and preceptor if they develop a communicable disease or illness that could be contracted by a patient 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 they believe 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)
7. COVID-19\*

\*NOTE: COVID-19 immunization and booster vaccinations are strongly recommended, but not required.

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

### **NATA Membership Policy**

Upon entrance into Fresno State's Athletic Training Program, 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, they may begin to utilize these skills on a daily basis, under the supervision of the preceptor, during their clinical 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. Some clinical sites may have a policy requiring a current criminal background check prior to the start of the clinical experience. Therefore, the AT program director retains the right to request a criminal background check during the student's progression in the program. Students are responsible for the cost of the background check.

### **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.

### **Summer Internship Policy**

Students are encouraged to seek athletic training-related summer internships. Summer internships are not considered program experiences. Therefore, rules and regulations defined in the "Extracurricular Clinical Activities Policy" must be followed.

In cases where summer internship dates conflict with semester start and end dates, students must first meet with the MSAT Program Director and Coordinator of Clinical Education to approve the internship.

If approved, the Program Director and Coordinator of Clinical Education may excuse certain clinical requirements, including the second year immersive clinical experience with football camp. Once the semester starts, all other clinical requirements, including hour logs and patient encounters should continue to be logged with the Coordinator of Clinical Education listed as the supervising preceptor in ATrack. Weekly journals should also continue to be submitted based on the students' internship experience.

Clinical Site Orientation Forms, Evaluations of the Preceptor and Facility, and Evaluations of the Athletic Training Student should still be completed and submitted as directed in the syllabus; however, deadlines may be flexible depending on the dates of the internship experience. These dates should be

approved by the Coordinator of Clinical Education and corresponding clinical practicum instructor(s).

During the summer internship experience, students are required to attend all classes virtually via Zoom. If for any reason the student may miss class, the student should ask permission of the class instructor prior to the start of class. While internship schedules may change last minute, it is expected that the student communicates with the instructor early regarding scheduling conflicts.

The student is responsible for all class material, assignments, etc. and should meet with the instructor weekly (at a minimum) to communicate any questions regarding course content. These meetings are not for the purpose of reteaching material, and should only be used to check in with the instructor regarding comprehension of course concepts.

Students who fail to uphold the standards of this policy may be subject to infraction and disciplinary action.

## **Academic Policies**

### **Attendance Policy**

Attendance and active participation are required unless the reason for the absence is covered in the university's [APM 232 Policy on Student Absences](#). These reasons may include, but are not limited to: illness, family emergency or other emergencies, and student travel for clinical practicum/internship experiences. Students who are unable to attend class in-person may either be excused from class or they may request a Zoom link. Otherwise, students are required to attend and participate in all class activities and discussions.

### **Independent Work**

Students are not allowed to work together on assignments unless otherwise stated. All assignments, formal and informally assigned, are to be completed by the student alone and are expected to represent the sole work of the student submitting the work. On the occasion that collaboration is allowed or expected, the name of each student contributing to the assignment must be listed for all to receive credit. In-class activities may require students to work both cooperatively in small groups and independently.

### **Grading of Written Exams, Quizzes, and Written Assignments**

Students must pass all written exams with a minimum score of 70% in order to pass the class regardless of performance on the practical exams and other course assignments. 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 second 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 re-take 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. Please contact the faculty member prior to the re-take to review the exam and for additional help with the content.

### **Grading of Practical Exams**

Per the MSAT program policy, students must pass the lab practical exam with a minimum score of 80% in order to pass the class regardless of performance on the lecture exams and other course assignments. 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 or skill. However, the second 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 re-take 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. Please contact the faculty member prior to the re-take to review the exam and for additional

help with the content.

### **Policy on Late Work**

Late assignments will receive a grade of 0 unless the reason for the late assignment is covered by the excused absence policy [APM 232 Policy on Student Absences](#).

### **Make-up Opportunity**

Written exams, practical skills, and quizzes cannot be made-up unless there is an emergent situation in which the student has contacted the professor prior to the beginning of the exam period. When there is an excused absence, students will be given the opportunity to make up missed work and/or exams. It is the student's responsibility to inform the instructor of the absence. If they occur during an examination or presentation the student will be given an opportunity to make this up prior to the absence or in the week following. Failure to make up the exam or presentation within 2 weeks from date assigned results in a 0 for the assignment.

## **Clinical Practicum Policies**

### **Current Clinical Sites**

Students may complete their clinical practicum experiences at currently affiliated sites. First year students will be assigned clinical experiences within Fresno County that will allow for a variation of sites, experiences, patient encounters, and patient populations. Second year students will complete experiences at sites that will allow students to gain hands-on experiences in orthopedic conditions, general medical conditions, and with non-sport populations. Additionally, second year students will be able to choose one site for their immersive clinical experience.

Current affiliations include, but are not limited to: Fresno State Sports Medicine; Vanderbilt University; Northern Arizona University; California State University, Stanislaus; University of California, Merced; University of Sioux Falls; Fresno Pacific University; Fresno City College; College of the Sequoias; Dominican University of California; Portland State University; Reedley College; Clovis Community College; United States Military Academy West Point; Buchanan High School; Bullard High School; Central High School; Clovis High School; Clovis North High School; Clovis East High School; Clovis West High School; Edison High School; McLane High School; Reedley High School; Sunnyside High School; Sanger High School; Fresno State Mobile Health Unit; Fresno State Student Health Center; Central Valley Fuego Football Club; USA Wrestling; Chicago Cubs; Pride Sports Medicine; PRO-PT Physical Therapy; Robert Pauline Physical Therapy; and PivotOnsite/Athletico.

### **Dress Code**

Students should be appropriately groomed and modestly dressed in the proper uniform for your clinical site. This includes close-toed shoes and any other requirements that are site-specific. Students are expected to wear their program-supplied nametag at all times to distinguish them as a student.

### **Emergency Cardiac Care Requirement**

Students are required to participate in and successfully complete emergency cardiac care training prior to the start of their clinical rotations. Emergency cardiac care training courses are offered annually at the time of program orientation.

### **Patient/Client Privacy and Protection**

Students are required to complete training on the privacy and protection of patient/client information prior to the start of their clinical experiences. Students must follow all rules and regulations pertaining to the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA). Students who do not maintain the privacy and protection of patient/client information will be considered in violation of the program's ethical standards.

### **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.**

Appropriate levels of supervision should be provided to students as determined by the student's assigned preceptor. Fresno State's MSAT Program has decided to adopt the definition of supervision in the 2020 CAATE Standards stating, *"Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills. Preceptors must be onsite and have the ability to intervene on behalf of the student and the patient."* 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 clinical performance evaluations 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 ensure students are meeting the minimum number of required hours, and 2) to ensure students are not scheduled an excess number of hours in a given week. 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: Clinical hours will be assessed bi-monthly (every two weeks). Within a two week period, students should plan to be scheduled 30-60 hours (averaging 15-30 hours/week) at their assigned clinical rotation. To best ensure meeting competency-based objectives and achieving satisfactory evaluation of the student's clinical performance evaluations, the students must complete a minimum of 30 hours every two weeks. Students who do not meet their minimum number of hours will not receive points toward the associated practicum course for that week and may be subject to infraction and disciplinary action. Additionally, students should not exceed 60 hours in a two week period. This will result in approximately 240-480 hours per semester. Students are also required to have at least one (1) day off in a seven (7) day period.

Students should communicate with their preceptor weekly (at a minimum) regarding their clinical hour schedule. Concerns regarding ability to complete course requirements, attend family functions, and maintain personal/social health should be communicated to preceptors early so adjustments can be made to the schedule.

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 three immersive clinical experiences totaling 20 weeks: Preseason Year 1 (two weeks), Preseason Year 2 (two weeks), and Spring Year 2 (16 weeks). Students should plan to have full time, regularly scheduled hours in line with the hours their preceptor is at work.

### **Patient-Encounter Policy**

Patient encounters will be assessed bi-monthly (every two weeks). Within a two week period, students are expected to record a minimum of ten (10) patient encounters per week (20 every two weeks).

Students are required to record all patient encounters in ATrack within three (3) days of the patient encounter. Patient encounters include any interaction between the student and the patient regarding their injury regardless of level or participation from the preceptor. For example, a conversation with the patient about their injury, wrapping on ice bags, stretching, injury/illness evaluations, treatments, rehabilitations, etc. are all considered patient encounters, whether the student completed the action or the student assisted the preceptor in the action. Additionally, patient encounters can occur through simulated experiences or real-life experiences. Mock-patients provided in class through simulated instruction or testing should also be logged as patient-encounters.

Students who do not log patient encounters in ATrack and/or do not meet their minimum number of patient encounters will not receive points toward the associated practicum course for that week and may be subject to infraction and disciplinary action. Students who regularly do not log their patient encounters may receive a grade of F (AT 251, 252, 253) or No Credit/NC (AT 254).

Students are required to obtain experiences from a variety of patient populations, including patients of varying ages, sexes, socioeconomic statuses, levels of ability, and non-sport physically active patients. Students are required to log at least one patient encounter for each of the above listed populations. Additionally, students are required to log at least one patient encounter for each of the following health conditions, 1) emergent conditions (e.g., sudden cardiac arrest), 2) behavioral/mental health (e.g., anxiety), 3) musculoskeletal, 4) neurological, 5) endocrine (e.g., diabetes), 6) dermatological, 7) cardiovascular (e.g., myocardial infarction), 8) respiratory, 9) gastrointestinal, 10) genitourinary, 11) otolaryngological, 12) ophthalmological, 13) dental, and 14) environmental conditions.

Patient encounters for these patient populations and health conditions can occur through simulated experiences or real-life experiences in the clinic. Mock-patients provided in class through simulated instruction or testing should also be logged as patient-encounters for these conditions.

Students who do not log a minimum of one patient encounter for each of the above listed patient populations and health conditions will not receive points toward the associated practicum course and may be subject to infraction and disciplinary action. Students who have not logged at least one patient encounter for the above listed patient populations and health conditions will not receive a passing grade in AT 254 (No Credit/NC).

### **Clinical Performance Evaluations (AKA: Proficiencies) Policy**

First year students are required to complete all clinical performance evaluations assigned to AT 251 and AT 252 with a score of 3 or higher. Second year students are required to complete all clinical performance evaluations assigned to AT 253 and AT 254 with a score of 4 or higher. Additionally, by the end of AT 254, students must have received a score of 4 or higher on all clinical performance evaluations. Therefore, as part of AT 254, second year students will be required to redo any clinical performance evaluations from AT 251 and AT 252 that they did not already receive a score of 4 or higher on.

Clinical Performance Evaluations 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. All clinical performance evaluations must be signed off by the student's assigned preceptor. Students who do not complete clinical performance evaluations throughout the semester (dates indicated in the syllabus) will receive an infraction. Failure to complete all clinical performance evaluations (with the appropriate score) by the end of the semester will result in a grade of F (AT 251, 252, 253) or No Credit/NC (AT 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 Canvas using Google Forms. All evaluations must be submitted using Google Forms 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.

## **Policies for Program Preceptors**

### **Preceptor Training and Development**

Potential preceptors are required to participate in preceptor training prior to being assigned students. Preceptor training is a 1-hour virtual training that includes important preceptor policies, expectations of preceptors, and a summary of program requirements. Following preceptor training, preceptors will be provided with login information for ATrack and will be required to complete the Preceptor Pledge and Preceptor Information forms.

Current program preceptors are required to participate in preceptor training every three years after their initial preceptor training so they can be updated on program policies and reminded of important expectations of both preceptors and students.

- Preceptors who complete preceptor training and development are not guaranteed students for the subsequent academic year. Additionally, preceptors who do not participate in preceptor training and updates of preceptor training will be removed from the program's list of preceptors.

Preceptors may be required to participate in additional development opportunities. Preceptor development opportunities may include training on curricular content standards that are difficult to assess in the clinic. This will be dependent on feedback from the previous year.

## **ATrack**

Preceptors are required to login to ATrack regularly to approve their assigned student's patient encounters, hour logs, and clinical performance evaluations (AKA: proficiencies). Please see the program policies regarding patient encounters, hour logs, and clinical performance evaluations above for more information on student requirements. Additionally, all forms that are required for the student's practicum assignments must be submitted using ATrack. These forms include, the Clinical Site Orientation form and the Evaluation of the Athletic Training Student. Discipline forms such as the Infraction Reporting Form are also submitted using ATrack. Please refer to the infraction policy above for more information.

## **Clinical Hours for AT Students**

Preceptors should prepare student schedules weekly (at a minimum) and communicate clinical hour schedules in a way that is mutually convenient for both the preceptor and the student (e.g., Google Calendar, etc.). Preceptors and students should communicate weekly (at a minimum) regarding their clinical hour schedule. Students should feel safe to communicate concerns regarding their ability to complete course requirements, attend family functions, and maintain personal/social health. In these instances, the preceptor must remain flexible and should attempt to create a schedule with the student that allows them to complete the minimum requirements of the clinical rotation while taking care of their personal and didactic responsibilities. Changes in scheduling should be communicated with students early.

During integrated clinical experiences, preceptors should plan to schedule students 30-60 hours every two weeks (averaging 15-30 hours/week). To ensure quality clinical hours and achieve satisfactory evaluation of competency-based objectives, students must complete a minimum of 30 hours and should not exceed 60 hours in a two week period. Additionally, students are required to have at least one (1) day off in a seven (7) day period.

During the second year's final immersive experience, preceptors should create opportunities for increasing autonomy. Although preceptors should schedule student clinical hours in-line with the hours they are working, preceptors should be mindful that students are still expected to complete coursework and study for the BOC, Inc. during this time.

## **Clinical Site Evaluations**

Clinical Site Evaluations will be completed by the Coordinator of Clinical Education (CCE) annually for each site. Clinical Site Evaluations will evaluate sites on protocols involving record keeping, bloodborne pathogens, emergency action plans, therapeutic equipment, and direct supervision of athletic training students. Additionally, sites will be evaluated on their ability to maintain CAATE and OSHA standards on storage and administration of medications and creating a safe learning environment.

Sites that are non-compliant with program standards will have the opportunity to demonstrate compliance. Sites that cannot demonstrate compliance with the standards will not be assigned athletic training program students. Non-compliances and remediations will be recorded and maintained by the CCE.

Clinical Site Evaluations will be completed and stored using ATrack.

## **Emergency Action Plans**

Preceptors are required to update their site emergency action plans annually. Updated emergency action plans must be uploaded to ATrack at the start of each academic year.

## **Therapeutic Equipment Policy**

The Athletic Training Program requires that therapeutic equipment at all clinical sites is inspected, calibrated, and maintained according to the manufacturer's recommendations. The purpose of this policy is to safeguard the health of the patient and the safety of the student and clinician.

The preceptor(s) at each clinical site are also responsible for ongoing inspection, calibration, and maintenance of therapeutic equipment according to the manufacturer's recommendations or applicable federal, state, and local laws. Any equipment that has expired calibration or appears to be unsafe for patient or clinician use shall not be used and shall be removed from the Athletic Training Facility and clearly marked as not for use until it can be properly inspected and calibrated.

The Coordinator of Clinical Education and/or Program Director will verify regular inspection and calibration of all applicable therapeutic equipment at each clinical site during annual clinical site evaluations and/or prior to placement of athletic training students at a site.

### **Procedures for Safe Use of Therapeutic Equipment by Athletic Training Students**

1. Athletic training students must be instructed in and must demonstrate competence in the use of specific therapeutic equipment before using said specific therapeutic equipment in the treatment or care of any patient.
  - a. Instruction and evaluation shall occur in the classroom/laboratory setting.
  - b. If a learning opportunity arises where the student may gain experience with therapeutic equipment but formal classroom/laboratory instruction has not yet taken place, the preceptor may instruct the student on the knowledge and skills associated with the therapeutic equipment so that the student may benefit from that situation.
2. Athletic training students will only use therapeutic equipment while under direct supervision of a preceptor.
3. Athletic training students will only apply therapeutic equipment according to manufacturer recommendations or applicable federal, state, and local laws, and according to accepted clinical practice standards.

## **Affiliation Agreements**

Clinical sites must have a current affiliation agreement with California State University, Fresno signed by someone who has signing authority on behalf of the site. Completed affiliation agreements will be maintained and stored by the Coordinator of Clinical Education and are valid for 5 years. Sites that have current affiliation agreements will be considered as potential clinical sites. However, current affiliation agreements do not guarantee that preceptors at that site will receive athletic training program students.

**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/>

**Graduate Credit Transfer Credit Policy**

<http://www.fresnostate.edu/catalog/academic-regulations/gradstudies-regulations.html#advancement2>

### **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 eight graduate classes. The Exam will be administered over two-to-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 Behavioral Health (AT 244)
2. Written question from Organization and Administration (AT 228 and AT 248)
3. Practical scenario from Evaluation, Treatment, and Rehabilitation (AT 212, 222, and 232)
4. Practical scenario from General Medical or Catastrophic Emergencies (AT 224 or AT 234)

Students will be given two hours to answer each written question; one from the Behavioral Health category and one question from the Organization and Administration category. Graduate-level writing mechanics are expected for the responses. On a separate day, students will be given 25 minutes to complete one practical scenario from either General Medical or Catastrophic Emergencies, and 75 minutes to complete one practical scenario that includes the following categories: Evaluation, Treatment, and Rehabilitation.

Evaluation of the exam will be conducted by the MSAT 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 on a ten-point scale. To pass the exam, a student must score a minimum of 7 points (out of 10) on each question. Practical scenarios will be scored using a rubric. To pass the practical exams, students must score a minimum of 70% in each category.

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 70%. Make-up exam dates will be scheduled by the MSAT 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 a 70% or higher 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 70% 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 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.