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**Mission Statement**

The Human Movement and Sports Science program is based on a solid liberal arts and science education designed to foster development of human values, effective interpersonal skills and a scientific foundation for the major area of study. Through the liberal arts and science tradition the program is able to function both didactically and clinically. The goal of the didactic component is to provide students with a well-rounded base of knowledge relative to the allied health professions. Concurrently, the program works to foster the student’s ability to critically think and analyze information and communicate both verbally and in written format in an intelligent and effective manner. The program’s clinical approach works to not only enable students to develop their interpersonal skills, but provides them with an opportunity to also shape and develop their moral and ethical behaviors relative to areas of allied health. The goal of the clinical aspect is to provide students the opportunity to familiarize themselves with and practice the “hands-on” nature of an allied health profession. Ultimately, the unification of both components allows students the chance to develop their knowledge and understanding in a service-oriented manner.

**Program Overview**

The Human Movement and Sports Science (HMSS) Program is designed to allow students to foster the development of human values, effective interpersonal skills and a scientific foundation for major areas of study in allied health professions. The program consists of two distinct majors, a major in athletic training and a major in exercise science. The athletic training and exercise science majors are based on strong science-oriented core curriculum, providing students the necessary framework to build on during their professional coursework. Both majors consist of didactic and clinical components that provide students with not only the knowledge base necessary to work in allied health professions, but also an opportunity to enhance their knowledge through practical experience and application.

The athletic training major is designed for those students that have decided to pursue a career in athletic training. The professional coursework, both didactic and clinical, provides students with knowledge and skills specific to athletic training and enables students to be eligible to sit for the Board of Certification (BOC) examination. Furthermore, students are prepared to pursue careers in athletic training or continued education in athletic training and/or other areas of allied health (i.e., physical therapy, exercise physiology, biomechanics, cardiac rehabilitation, wellness, nutrition). Students interested in pursuing the athletic training major at Sacred Heart must apply and be accepted prior to beginning any professional coursework in the second semester sophomore year.

The exercise science major is designed for students who would like to pursue other areas of allied health such as, physical therapy, exercise physiology, biomechanics, cardiac rehabilitation, wellness, nutrition. The curriculum is also designed to provide students with a foundation in health science, which is consistent in all areas of allied health. The didactic and clinical components allow students the opportunity to explore and pursue a number of areas, which compose the allied health professions. Graduates from the exercise science major are prepared to pursue either employment opportunities or additional schooling in all areas of allied health. No application process is involved as students are placed in the exercise science major upon their declaration of the Human Movement and Sports Science major.
The HMSS program also strives to develop the student’s ability to be an informed consumer of research in order to inform their clinical decision making and clinical practice. Therefore, the HMSS program has instituted a curricular model known as the Research Across the Curriculum (RAC) model. The primary purpose of the RAC is to improve student research skills. The RAC also serves to guide educators’ instruction of the student in the research domain, provide a contiguous thread of learning experiences to engender an appreciation for the research process and demonstrate the utility of using research for clinical practice and life-long learning. An overview of the RAC can be obtained from your current HMSS course instructor or from the HMSS Program Director.

See [http://www.sacredheart.edu/pages/705_major_checksheets.cfm](http://www.sacredheart.edu/pages/705_major_checksheets.cfm) for the HMSS Program’s current curriculum for the Athletic Training and Exercise Science majors.

See [http://www.sacredheart.edu/download/1115_ug_cehp_06_197_222.pdf](http://www.sacredheart.edu/download/1115_ug_cehp_06_197_222.pdf) for the HMSS Program’s current course descriptions.

### 1.1 Educational Objectives of the Human Movement and Sports Science Program

1. Provide a foundational, clinical knowledge of movement science and its application to areas of the allied health community while maintaining its commitment to liberal arts education.

2. Educate students on the ethics and standards of care and practice in the athletic training/exercise science and related areas of allied health.

3. Educate students on the relationships and interactions of various allied health professions.

4. Communicate the role that human movement and the allied health community plays in the lives of individuals.

5. Provide students with a background, which will enable them to pursue graduate education and/or careers in all areas of allied health.

6. Provide students with an understanding of the value of research and its application to clinical practice.

### 1.2 Registration Procedures

#### A. Course Registration and Adjustments

Students needing to change a course or a course section are required to complete a course adjustment form. **A student should consult with his/her advisor prior to dropping or adding a course**, except where the drop/add consists merely of a change in section within the same course. Course adjustment forms are available at the Registrar’s Office. The instructor of the course must sign a Course Adjustment form for an addition, but need not when a student is dropping a course. **Note:** A student's financial assistance may be effected by the withdrawal from a course. Students should check the
University policies regarding the credit hour requirement to continue receiving financial aid.

B. Auditing a Course

Students are permitted to audit courses only at the discretion and permission of the instructor. A student who audits a course does not earn credit or a grade and do not count toward completion of degree requirements. An auditor may not change his or her status after the first week of classes. Auditors must attend classes regularly, do assigned readings, and participate in discussions, but are excused from exams. Auditors are subject to full tuition and fees of the course. Required and prerequisite courses may not be audited.

C. Course Overload Policy

A full time load is considered 12-18 credits. Those students registered for more than 18 credits in a semester must receive permission from their advisor, HMSS Program Director and Registrar’s Office. In addition, the student must pay the additional current tuition per credit in excess of 18, which can be obtained from the Registrar. The HMSS Course Overload Policy will comply with University guidelines for students taking course overloads.

Conditions for Overload

- A student may not be on academic probation at the time the overload request is submitted
- Previous to overload requests, students must have less than two academic probations
- Requests must be made by Dec 1st for the Spring Semester and May 1st for the Fall Semester. If the request is not approved and the student wishes to petition, it must be submitted to the advisor within one week after notification of the initial request
- If the student feels extenuating circumstances exist for approval even though they do not meet overload approval criteria, a written petition should be submitted to the advisor. The petition will be considered by the full HMSS faculty

D. Course Substitution or Course Transfer

Approval of the department must be secured for any course repetition or substitution at Sacred Heart University or elsewhere. This means all students must receive approval by their academic advisor and the program advisor prior to taken any course outside the University. Credit may not be granted if such approval has not been received in advance. Course Equivalent Approval and Petition forms are available in the Registrar’s Office. Professional courses in the Athletic Training and Exercise Science majors must be taken at Sacred Heart.

In recognizing credit for transfer from other institutions, the University does not accept courses in which the student has received grades lower than C (for undergraduate students) or B- (for graduate students). A maximum of 6 transferred credits will be permitted from another institution in any one semester.

E. Pass/Fail Policy
All students wishing to take a regularly graded course Pass/Fail, must petition the instructor within the first two weeks of the semester. The instructor and the student’s academic advisor must approve the petition. Students are permitted to take up to four courses Pass/Fail toward the Baccalaureate degree, however, required courses may not be taken pass/fail.

F. Minor in HMSS

The HMSS program does not offer a minor in either the athletic training or exercise science major.

1.3 Leave of Absence/Withdrawal Policies

Any student may apply for a leave of absence or withdrawal from the University/College using the procedure below:

• Undergraduate students obtain a form from the Office of the Dean of Students for official approval and exit interview.

• Any matriculated student who is not registered for a semester and has not filed a LOA form is automatically withdrawn from the University.

• A student on a leave of absence must notify his/her advisor, in writing, at least four weeks prior to the expiration of the leave, whether or not he/she intends to return to the University. A leave of absence is allowable for up to two consecutive academic year semesters. Leaves of absence may be renewed upon written request by the student for a maximum of one additional year.

1.4 Matriculation Policies and Standards

Note: It is the student’s responsibility to understand the implications of a failing grade in any course, within or outside the major, as well as the HMSS semester or cumulative GPA requirement of a 2.5.

A. Continued Matriculation Requirements

1. A minimum grade of C is required in the following courses or their equivalents:
   • required supporting courses (CH 117/119, BI 111/113, BI 112/114, PS 110, PS 295, MA 131, MA 140);
   • program required courses (HM 250, HM 253, HM 255, HM 260, BI 131/133, BI 132/134, PY 100) and;
   • professional courses (Exercise Science Major—EX 100, EX 320, EX 358, EX 362, EX 363, EX 365; Athletic Training Major—AT 100, AT 125, AT 129, AT 220, AT 221, AT 222, AT 239, AT 240, AT 241, AT 242, AT 310, AT 322, AT 323, AT 324, AT 375).

2. Professional and HM courses may be retaken only once to meet the major requirements. Failure to achieve a grade of C or better in the repeated professional course will result in termination from the program.
3. Completion of the following prerequisite courses (BI 111/BI 113, BI 131/133, BI 132/134, PY 100) with a grade of C or better must occur in order to matriculate in the HMSS major courses (including all courses with an AT/EX/HM prefix).

B. Graduation Requirements

1. A minimum grade of C in all required supporting courses, program required courses and professional courses with in the appropriate major. **Professional courses may be retaken only once to meet the requirements.**
2. Students must satisfactorily complete all clinical and practical experiences per the criteria indicated above.
3. Successful completion of all required core and elective core courses.
4. A minimum of 122 credits (EX) and 130 (AT).
5. Students are permitted to retake a professional or practicum course **ONLY once.** Failure to achieve a grade of **C or better** in the repeated course will result in termination from the program.

C. Academic Probation

**HMSS Policy**

All students must maintain a minimum cumulative GPA and semester GPA of a 2.50 or better. Failure to do so may result in program academic probation. To remove probationary status, students must achieve a 2.30 GPA in the following semester and have a 2.5 overall GPA. Students that remain on academic probation for 2 consecutive semesters or 3 nonconsecutive semesters will be terminated from the program.

**University Policy**

1. All students, except first-semester freshmen, whose cumulative grade point average (GPA) falls below 2.0 will be placed on Academic Probation. Any student (including first-semester freshmen) who receives a one-semester GPA of less than 1.8 will also be placed on Academic Probation. If a student’s cumulative GPA is 2.2 or above and the semester GPA is lower than 1.8 but not lower than 1.5, the student will be administered an Academic Warning, rather than placed on Academic Probation. However, two consecutive semesters of less than a 1.8 GPA, regardless of cumulative GPA, will automatically result in Academic Probation.

2. A student who receives two or more F’s or WF’s in any given semester will be placed on Academic Probation.

3. Any full-time student (enrolled for 12 or more credits) who fails to complete 12 credits in a semester will be reviewed and ordinarily placed on Academic Probation.

4. A student on Academic Probation may choose to enroll in courses during the University’s Winter session and Summer School. Grades from the Winter session will be applied to the Fall-semester GPA, while grades from the Summer session(s) will be applied to the Spring-semester GPA. This will include grades from all courses taken during Winter session and Summer School, not just repeats of failed courses. Winter session and Summer School grades will also apply to the cumulative GPA.
Student Academic Standing
Satisfactory academic progress is determined by two criteria: good academic standing and normal progress.

Good Academic Standing
A student is in Good Standing if he/she is not on Academic Probation or dismissed from the University. Any student not in Good Standing may not represent the University in any public manner as a member or officer of a University registered club or organization, delegate to any association meeting or convention or participant in intercollegiate athletic competitions. Any student who is placed on Academic Probation or dismissed from the University is immediately ineligible to represent the University in any of the above activities.

Normal Academic Progress
A student whose credits completed fall below the minimum listed is considered as not making normal academic progress. Many financial assistance programs are contingent on the student’s maintaining normal academic progress. Number of Full-Time Semesters Student Credits Completed Status

<table>
<thead>
<tr>
<th>Status Completed</th>
<th>Student Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Freshman</td>
<td>0–23</td>
</tr>
<tr>
<td>4 Sophomore</td>
<td>24–48</td>
</tr>
<tr>
<td>6 Junior</td>
<td>49–72</td>
</tr>
<tr>
<td>8 Senior</td>
<td>73–96</td>
</tr>
<tr>
<td>10 Fifth Year</td>
<td>97–120</td>
</tr>
</tbody>
</table>

Dismissal
All students subject to dismissal for academic reasons will be reviewed individually by the Academic Review Board of their college prior to a final decision and notification:

1. A student who is on Academic Probation for two consecutive semesters will be subject to dismissal.
2. Any student who incurs three Academic Probations during his or her academic career will be subject to dismissal.
3. Any student whose cumulative GPA falls below the following levels will be subject to dismissal:
   Cumulative GPA
   - After one semester 1.00
   - 16–30 credits attempted 1.50
   - 31–90 credits attempted 1.70
   - 91+ credits attempted 1.90

A student who has been dismissed can appeal the dismissal to the Academic Review Board through the dean of his or her college for reinstatement.

A student on probation may be ineligible to receive any financial aid from the University, college scholarship or loan funds.
A letter is sent to each student informing him/her of academic probation status. Copies of this letter are sent to the faculty advisor and it is recorded at the Registrar's office on the University Record System. Students placed on probation are encouraged to seek advice and assistance from their faculty advisors.

D. Academic Warning Criteria for Freshmen and Sophomores

A student whose cumulative GPA is at or below 1.0 will receive an academic warning letter from the Dean, as well as be placed on academic probation within the HMSS program. This warning is to encourage students to seek prompt advising for academic difficulties.

E. Termination of Program Matriculation for Academic Reasons

Students who fail to meet the requirements of probation, and are unable to clear probation, after 2 consecutive semesters or 3 nonconsecutive semesters of probation, will be recommended for termination from the program. Therefore, students can be on probation for no more than 2 consecutive or 3 nonconsecutive semesters.

Students on program academic probation for 2 consecutive semesters or 3 nonconsecutive semesters will be terminated from the program. A student is permitted only two semesters of probation, whether consecutive or otherwise. Termination of matriculation within the College shall occur for any student after a second semester of unsatisfactory work.

A student whose matriculation has been terminated has the right to petition the departmental Professional Performance Committee for reconsideration if he/she can present pertinent evidence which may affect the decision. In general, personal, health, social or emotional problems not brought to the attention of the student's advisor or instructor(s) at the time of the poor performance are insufficient grounds for a reconsideration of academic status. See Academic Policies and Regulations in the Undergraduate Catalog.

F. Calculation of Semester GPA Involving Unsatisfactory Grades

An unacceptable grade shall appear on the student's permanent academic record and shall be included in the calculation of the semester’s grade point average and cumulative GPA computed for graduation. No repetition or substitution of the course concerned can remove this grade from the permanent record.

If an acceptable grade is achieved by repetition of the course or by substitution of a course at Sacred Heart University, the course grade is entered in the permanent academic record and is included in the calculation of the semester grade point average for the semester in which the grade was earned. Subsequent calculations of the cumulative GPA shall be made including the acceptable grade.

If an acceptable grade is achieved by repetition of a course, or by substitution of a course at another college or university, the course shall be entered on the permanent academic record but the grade will not be calculated into the semester grade point average or the GPA. This grade, however, will be used for the calculation of the science GPA.
1.5 **AWARDING OF DEGREE**

The University awards degrees two times each year: May and January. January graduation dates are usually in the middle of the month, while the Commencement day in May varies by academic year.

Students must complete program-supporting requirements, program required courses and professional courses with a C grade or better to be eligible for graduation. In addition, students must have an overall GPA of a 2.50 or better to be awarded the degree. A student who does not meet program requirements upon completion of all HMSS requirements will be reviewed by the Professional Performance Committee and a recommendation made in academic status.

1.6 **GRADING POLICIES**

A. **Grade Changes**

Once officially recorded, grades may be changed only by the instructor through the filing of an official grade change form. Students should assume responsibility for checking with the instructor and with the University Registrar to be certain the grade change has been recorded.

B. **Incomplete Course Work**

An incomplete may be changed by completing the deficient course work no later than six weeks after the beginning of the following semester. In unusual circumstances, the six-week period can be extended up to one year with the approval of the faculty and Chairman. Degree credit for incomplete courses will not be granted unless the work is completed by the date assigned, which must be no later than one calendar year of the date on which the incomplete date is reported. Any incomplete grade not changed within this designated time period will revert to an “F”.

C. **Grading Scale**

The grading scale used for determination of course grades in the Human Movement and Sports Science program at Sacred Heart University is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Grade</th>
<th>Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>D+</td>
<td>67-72%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
<td>F</td>
<td>&lt;62%</td>
</tr>
</tbody>
</table>

*Minimum for successful completion of a course*

1.7 **TRANSFER REQUIREMENTS**

Students may transfer into the Human Movement and Sports Science Program until the second semester of their junior year. Transfer during or at the completion of the sophomore year may require additional
time to complete the program requirements. All professional courses in athletic training and exercise science must be completed at Sacred Heart University.

### 1.8 Physical, Mental, and Emotional Abilities

Health care professions require physical, mental, and emotional abilities. The inability to perform in these capacities in stressful situations may be dangerous to you and the athlete/person whom you are treating. Anyone who is unsure of their ability to meet the program requirements should discuss available options with the Program Director. Refer to sections 3 and 5 for specific technical standards for athletic training students.

### 1.9 Student Advising

#### A. Academic Advisor

Students in the HMSS program are assigned to a faculty member, within the program, for assistance and advice throughout their academic careers. Any student may ask the Department Chairman for a change in advisor if he or she feels such a change will improve their advising situation.

Faculty advisor responsibilities are as follows:
1. Being available by appointment during office hours.
2. Consulting with students who have academic problems.
3. Advising students of available University counseling services should they need further assistance.
4. Meeting with advisees at each registration period to approve courses selected by each student.
5. Advising students regarding dropping or adding courses.
6. Suggesting course substitution.

#### B. Jandrisevits Learning Center (located in the lower level of the Ryan-Matura Library)

This center offers students a variety of seminars on studying and test-taking, as well as individual coursework tutoring. The student can either be self-referred or referred by the advisor for services.

#### C. Process for Students in Academic Difficulty

Semester transcript reports with overall GPA information are reviewed by the Director, who additionally calculates a semester science GPA during the first two years of the program (or until all courses used in calculation of the science GPA are completed). If a student does not meet the program requirements and is terminated from the program, he/she has the right to petition that decision. Any student who is terminated will be notified by a letter from the program director. If the student is reinstated following petition and reduction of athletic training room hours seems indicated by the remedial plan, the Director will contact the Clinical Coordinator for discussion of a plan.

Students who are terminated and reinstated are normally on probation for a period of time following the reinstatement. Failure to meet the conditions of the probation results in termination from the program.
1.10 Exam Policies

A. Missed Written or Practical Examinations

If a student is unable to attend a written, oral, or practical examination, the student must provide the instructor with a valid reason for the absence PRIOR to that exam. Acceptable reasons for absence include illness, religious holiday, death in the family, natural disaster, or travel with a team. Failure to follow this procedure will result in a grade of zero for the missed exam. Students who miss an exam due to an unforeseen situation must contact the instructor within 48 hours. It is the instructor's purgative to handle each situation on a case by case basis.

No later than one week following a missed exam, students must take responsibility for arranging a make-up exam with the instructor. Make-up exams are not necessarily automatic, and are given at the discretion of the instructor. Failure to make acceptable arrangements within one week will result in a grade of zero for the missed exam. The format of the make-up exam is up to the instructor.

B. Illness During Exams

Students who become ill during an exam must notify the course instructor DURING the exam.

C. Failed Exams

If a student fails a written or practical examination, it is the student's responsibility to make an appointment with the course instructor to discuss his/her performance on the exam. The intent of the appointment is to assist the student in identifying the problem(s) or deficiency(s) and, when possible, to identify remediation strategies prior to the next exam.

D. Exam Grade Justification

A student who wishes to question the accuracy or justification of an exam grade must do so in writing within 2 weeks of receiving the grade. Requests received after that time need not be considered by the instructor.

E. Final Examinations

1. Schedule

The official examination period is indicated on the University Calendar. The examination schedule is determined by the Office of the University Registrar in accordance with the semester class schedule. Adjustments for individual students are made by the faculty member(s) concerned. No written examinations may be held outside the designated final exam period, with the exception of those courses which do not follow the usual University semester calendar. All final laboratory or practical (activity) testing shall be completed prior to the University period for final examinations.

2. Policies

No individual student shall take more than two examinations per day during the examination period. In the event that a student is scheduled to take more than two examinations in one day, he/she will be
allowed to reschedule one of the examinations to another examination day chosen in conjunction with the instructor, to be taken at a central, proctored location provided by the University.

Faculty members are responsible for starting examinations and assisting students who may have questions about the examination directions.

1.11 Evaluation of Academic Components

A. Course Evaluations

The Department requires that all department-taught courses be evaluated by students each semester. A computer-scored standard form is used. The HMSS Program further requires that students be offered the opportunity to submit in writing additional comments on the course and instructor(s).

Course evaluations are used by instructors to improve both their teaching skills and the design and implementation of their courses. The evaluations are further used by the Department and College to assess the instructor's performance for such issues as contract renewal, merit, promotion and tenure. For this reason, course evaluations should be taken very seriously. We suggest that responses and comments be considered carefully and be made constructively.

B. Procedures for Course Evaluations

1. Course evaluations will be conducted within the last two regularly scheduled meeting times for the class.
2. All course evaluations conducted by the University are done electronically and are anonymous. Faculty receives evaluations only after final grades for the semester have been submitted.

1.12 Petition and Appeals Process

A. Disputing a Grade

A student who questions the final grade in a HMSS course must bring his/her concerns to the course instructor within six weeks of issuance of grade reports. Faculty is responsible for maintaining student course materials only for that length of time.

B. Petitions

Any student seeking variance from a Program or Department policy or procedure may obtain a petition form from their academic advisor. The petition form should be completed and submitted to your academic advisor. The petition should provide documented evidence in support of the petition. The academic advisor may act on the petition or refer it to the Professional Performance Committee (PPC). The academic advisor or PPC will inform the student of the final decision. If the issue remains unresolved or the student believes he/she has not received due process, the student may appeal the decision through the grievance process described in the SHU student handbook and the following
section. In addition, there is an additional procedure regarding grade dispute that may be processed through the Academic Vice President’s Office.

C. Deviations from Departmental Course Requirements

The student has the right to petition for waiver or substitution of program requirements, transfer of credits from other institutions or exemption from courses based on previous experience or graduate study. Petition options must be discussed with the Program Director and submitted to your academic advisor after being completed. Each petition should be accompanied by information (e.g., course outlines, transcripts, exams) that will support it.

All petitions will originate with your faculty advisor. Petitions may be used to request variance from the usual academic or curricular requirements, including:

• transfer of credit from another college or university
• waiver of credit based on prior course work or experience, to include permission for competency testing
• course substitution or the determination of course equivalence
• waiver of academic standard

1. The advisor, at his/her discretion, may act on petitions seeking: i) course transfer, ii) course waiver, or iii) course substitution. When relevant, agreement of the involved course instructor(s) is required.

2. Petitions involving waiver of academic requirement must be reviewed by the HMSS program director in conjunction with the advisor. Any variance whose approval would be precedent setting or de facto policy formation must go to the Professional Performance Committee (PPC) for consideration and recommended to the Faculty for vote. The PPC may also act on petitions at the request of the advisor if the advisor does not choose to act independently.

3. Petitions will always be signed by the person or group that makes the decision. This may be the advisor, the Program Director, or the Chairman of the PPC. The chairman of the PPC will sign the petition when the Faculty makes the final decision.

4. All SHU students have the right to the their appeal heard by the Academic Vice President if desired.

5. All petitions and any supporting documents, whether approved or denied, will be filed in the student’s permanent academic record.

113 POLICIES ON ACADEMIC DISHONESTY

Sacred Heart University and the Human Movement and Sports Science Program are committed to creating an intellectual community in which both faculty and students participate in the free and uncompromising pursuit of learning. This is possible only in an atmosphere of mutual trust where the discovery and communication of truth are marked by scrupulous, unqualified honesty. The college expects all students to adhere strictly to the accepted norms of intellectual honesty in their academic and clinical work. It is the responsibility of the student to abide by the University Academic Integrity Policy (distributed annually to each student). Plagiarism and the participation in any activity which is deemed dishonest is not acceptable behavior at Sacred Heart University nor in the profession of athletic training and/or other allied health professions. Any student that does not adhere to these standards may receive
any “F” in the course in which the infraction occurred or may be dismissed from the HMSS program and/or University. Athletic training students must also abide by the Code of Ethics put forth by the National Athletic Trainers’ Association, Inc. [See Appendix A].

### 1.14 Accommodations for Students with Special Needs

Any student who wishes to identify himself or herself as having a disability, which requires special accommodations to complete a course or professional program requirements (including exams) must follow the procedures defined by the Office of Disability Services in the Jandrisevits Learning Center. See sections 3 and 5 for specific professional major requirements.

### 1.15 Electronic Mail

To avoid endless phone calls, we require that each student have an electronic mail account and expect that accounts are checked at a minimum daily.

### 1.16 Additional Cost to HMSS Students

We make every attempt to minimize extraneous costs associated with the program. Students are, however, responsible for the following additional expenses:

- **HMSS differential tuition fee** (see below) per semester for the costs associated with the offering of an allied health care program
- Maintenance of current certification of CPR for the Professional Rescuer (or its equivalent)- approximate cost $75.00.
- Hepatitis B vaccination. If received at SHU Health Services, approx. $50/shot (three shots necessary). Vaccinations may be covered by personal health insurance.
- Uniform for clinical experiences is required, per the clinical facilities guidelines.
  - **Students should not wear SHU AT or EX clothing during clinical experiences, which are not affiliated or approved.**
- Students may be assigned an off-campus clinical experience. It is the students’ responsibility to provide their own transportation to the off-campus site.

**Differential tuition**

Sacred Heart University has implemented a differential tuition for the Human Movement and Sports Science program. The cost of Athletic Training and Exercise Science education is greater than the majority of undergraduate majors because of the intensive clinical laboratory courses and clinical supervision required to maintain the professional standards of athletic training and exercise science education and the associated expenses of clinical education. This charge will occur as a program fee each semester in addition to the regular undergraduate tuition. The fee will be active for HMSS students starting their sophomore year.

### 1.17 COMMUNICABLE DISEASE POLICY FOR HMSS STUDENTS

In accordance with the Connecticut Department of Public Health, the Sacred Heart University Health Center and the Human Movement and Sports Science (HMSS) Program, the following policies and procedures have been developed for the control of communicable diseases. Any HMSS student that is diagnosed with or suspects of having a communicable disease of any form is required to be report to the Sacred Heart University Health Center. Students that contract a communicable disease are required to obey prescribed guidelines by his/her attending physician and the recommendations of the university affiliated physicians at the Health Center. It is not required that you disclose your condition to the HMSS program, however, students may not participate in clinical rotations and field experiences during the time they are affected by the communicable disease and shall not return to clinical participation until cleared by the attending physician. Written notification of clearance is to be forwarded to the HMSS Program Director before resuming clinical rotations and field experiences. The following communicable diseases that pertain to this policy are as follows:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Disease</th>
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</thead>
<tbody>
<tr>
<td>AIDS</td>
<td>Malaria</td>
<td>Measles</td>
</tr>
<tr>
<td>Amebiasis</td>
<td>Measles</td>
<td>Meningitis (bacterial)</td>
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<tr>
<td>Antrax</td>
<td>Meningococcemia</td>
<td>Mumps</td>
</tr>
<tr>
<td>Botulism</td>
<td>Pertussis (whooping cough)</td>
<td>Plague</td>
</tr>
<tr>
<td>Brucellosis</td>
<td>Poliomyelitis</td>
<td>Psittacosis</td>
</tr>
<tr>
<td>Campylobacter infections</td>
<td>Rocky Mountain spottedfever</td>
<td>Rubella</td>
</tr>
<tr>
<td>Chancroid</td>
<td>Salmonellosis (typhoid fever)</td>
<td>Shigellosis</td>
</tr>
<tr>
<td>Chlamydia trachomatis infection</td>
<td>Streptococcus pneumoniae</td>
<td>Syphilis</td>
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<tr>
<td>Cholera</td>
<td>Syphilis</td>
<td>Tetanus</td>
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<tr>
<td>Diphtheria</td>
<td>Syphilis</td>
<td>Tetanus</td>
</tr>
<tr>
<td>Infectious encephalitis</td>
<td>Syphilis</td>
<td>Tetanus</td>
</tr>
<tr>
<td>Escherichia coli</td>
<td>Syphilis</td>
<td>Tetanus</td>
</tr>
<tr>
<td>Giardiasis</td>
<td>Syphilis</td>
<td>Tetanus</td>
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<tr>
<td>Gonorrhea</td>
<td>Syphilis</td>
<td>Tetanus</td>
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<tr>
<td>Haemophilus influenza</td>
<td>Syphilis</td>
<td>Tetanus</td>
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<tr>
<td>Hand, foot and mouth syndrome</td>
<td>Syphilis</td>
<td>Tetanus</td>
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<tr>
<td>Viral and acute hepatitis</td>
<td>Syphilis</td>
<td>Tetanus</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Toxic shock syndrome</td>
<td>Schistosomiasis</td>
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<tr>
<td>Hepatitis B</td>
<td>Trichinosis</td>
<td>Schistosomiasis</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Tuberculosis</td>
<td>Schistosomiasis</td>
</tr>
<tr>
<td>Herpes</td>
<td>Tularemia</td>
<td>Schistosomiasis</td>
</tr>
<tr>
<td>Hantavirus</td>
<td>Yellow Fever</td>
<td>Schistosomiasis</td>
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<tr>
<td>HIV</td>
<td>Pinworms</td>
<td>Schistosomiasis</td>
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<tr>
<td>Legionellosis</td>
<td>Ringworm</td>
<td>Schistosomiasis</td>
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<tr>
<td>Lepercy (Hansen disease)</td>
<td>Scabies</td>
<td>Schistosomiasis</td>
</tr>
<tr>
<td>Lyme disease</td>
<td>Shingles (Herpes Zoster)</td>
<td>Schistosomiasis</td>
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</table>
1.18 INCLEMENT WEATHER POLICY

The HMSS Program will observe inclement weather closings and delay procedures enacted by the University. However, a clinical facility, their director or course instructor can cancel or delay participation in a clinical rotation, activity or course if they deem the weather to be a hazard to travel or participation of the student or those who participate in the activity.

2.1 ATHLETIC TRAINING - PROGRAM OVERVIEW

The athletic training major is designed for those students interested in pursuing a career in athletic training. The professional athletic training curriculum provides an effective blend of classroom instruction and clinical experience designed to prepare the student for the prevention, management, and rehabilitation of injury or illness incurred by the athlete and the active population. The Program utilizes a problem-based approach to clinical education. Students are presented with both theoretical and real case problems; requiring critical analysis of the problem or case, fostering critical thinking and clinical problem solving skills.

Students who successfully complete the athletic training major will be eligible to sit for the Board of Certification (BOC) examination. Furthermore, students are prepared to pursue careers in athletic training or continued education in athletic training and/or other areas of allied health (i.e., physical therapy, exercise physiology, biomechanics, cardiac rehabilitation, wellness, nutrition). Students interested in pursuing a combined undergraduate degree in Human Movement and Sports Science – Athletic Training and a Doctorate in Physical Therapy; should contact the Department of Physical Therapy and Human Movement Science for additional information.

The Athletic Training major has a separate, competitive admissions process (described in section 2.3). Students interested in pursuing the athletic training major at Sacred Heart can either apply during their senior year in high school for early admission status or during the Spring semester of their freshman year. Acceptance into the Athletic Training major is based on scholarly achievement during the first year coursework, overall GPA, science GPA, two letters of recommendation and a personal statement. Enrollment is limited as the program is designed for 30 students.

The opportunity to participate in intercollegiate athletics while pursuing a career of study in athletic training is available. However, it is the responsibility of the student athlete to manage the time commitment of both endeavors. Student athletes are encouraged to discuss the time commitments for participation in this major and their specific sport with their major advisor and coach. Student athletes majoring in athletic training must give priority to athletic training clinical duties and responsibilities during the non-traditional season, or off-season.

Program Accreditation

The Athletic Training program at Sacred Heart University is a CAATE accredited program http://www.caate.net/. The Commission for Accreditation of Allied Health Education Programs (CAAHEP) granted accreditation status in October 2001, which is now known as the Commission on Accreditation of Athletic Training Education.
### 2.2 Educational Objectives of the Athletic Training Major

Graduates of the Sacred Heart University Human Movement and Sports Science Program will:

1. recognize the role of the athletic trainer as a health care provider in conjunction with other health care providers in the continually evolving health care system.

2. recognize the obligation of the athletic trainer to practice ethical and moral behavior and incorporate such behavior into the practice of athletic training.

3. demonstrate problem-solving skills in the assessment, management and rehabilitation of athletic injuries and illnesses.

4. appreciate the necessity for continuing education in maintaining and improving expertise as an athletic trainer.

5. demonstrate entry-level psychomotor and cognitive abilities and clinical skill proficiencies as evidenced by completion of the professional courses and successful completion of the BOC certification exam.

6. respect and treat the athlete as an individual, without regard to race, color, sexual orientation or religious affiliation.

7. recognize when referral of an athlete to another health care provider is warranted and facilitate that referral.

8. practice healthy personal behaviors, including consistent application of OSHA-regulations for prevention of and exposure to blood borne pathogens.

9. abide by the Code of Professional Conduct established by the NATA.

10. appreciate the role of the certified athletic trainer in the advancement of the profession, including opportunities in research, education of athletic trainers, education of the public, and involvement in governance at the local, state and national levels.

11. recognize unknown areas as problem-solving opportunities to be engaged in thoughtful dialogue and critical analysis to solve the problem and justify the solution.

12. communicate effectively with all those involved in the health care of the athlete, using appropriate verbal and written syntax.
2.3 ATHLETIC TRAINING ADMISSION POLICY

Early Acceptance into the Undergraduate Athletic Training Program is available for High School Seniors. Early Admission is based on several factors including: high school academic performance (3.0 cumulative GPA), completion of three to four years of science during high school, SAT (1050) or equivalent ACT scores, and your expressed interest in the Athletic Training Program. If you qualify, a seat will be reserved in the Program and you will be designated as an Athletic Training Major upon entry to the University. Students who do not meet the Early Admission criteria or those who decide to apply in their freshman year in addition to a transfer student, who desires to apply to the Program for available seats, can do so in the spring of the freshman year by completing the formal application for admission to the Athletic Training Program.. For updated application information and more details, please visit: http://www.sacredheart.edu/pages/1443_admission_to_athletic_training_program.cfm

2.4 MATRICULATION POLICIES AND STANDARDS

A. Matriculation Requirements
1. Completion of the following prerequisite courses (including BI 111/BI 113, BI 112/ BI 114, CH 117/119, MA 131, PS 295 with a grade of C or better.
2. Students must receive a grade of C or better in all required program courses for the major (including AT 100, HM 250, HM 253, HM 255, HM 260, BI 131/133, 132/134, PY 100) and all professional courses (AT 125, AT 129, AT 220, AT 221, AT 222, AT 239, 240, AT 241, AT 242, AT 310, AT 322, AT 323, AT 324, AT 375) to be eligible to matriculate through the program.
3. In order to matriculate in all programmatic courses (including HM/ AT/ EX) students must receive a grade of “C” or better in ALL prerequisite courses (including BI 111/113, BI 131/133 and 132/134, and PY 100 PRIOR to taking the program course.
4. All professional and practicum courses are sequential. Therefore, failure to successfully complete a course will result in additional time needed to complete the program. Each course must be completed in sequence to matriculate.
5. Those students participating in intercollegiate athletics and pursuing the athletic training major may not enroll in this major without first consulting with the Program Director. Significant restrictions apply that may delay graduation.
6. Each practicum must be passed in sequence to continue on to the next one. A passing grade of a C or better, according to the HMSS grading scale is required. Students, who receive below a C grade, must retake, and successfully complete the practicum in order to matriculate through the clinical sequence. A delay in sequence will possibly postpone the graduation date.
7. Students are permitted to retake a professional course or practicum only once. Failure to achieve a grade of C or better in the repeated course will result in termination from the program.
8. Students must maintain a GPA and semester GPA of 2.50. Failure to do so will result in the student being placed on academic probation.

B. Graduation Requirements
1. A minimum grade of C in all prerequisite, required and professional courses (as identified in section 1.4)
2. **Professional courses may be retaken only once to meet the requirements.**
3. Students must satisfactorily complete all clinical and practical experiences as per the criteria indicated above.
4. Successful completion of all required core and elective core courses.
5. A minimum of 130 credits.

### 2.5 Technical Standards: Technical Standards for Sacred Heart University’s Athletic Training Program

Athletic Training students are required to meet physical and behavioral technical standards to successfully complete all program requirements.

**Introduction**

Athletic training is an intellectually, physically, and psychologically demanding profession. In addition to those described below, the abilities that an athletic trainer must have to practice safely are those described in the National Athletic Trainers’ Association educational competencies and in the National Athletic Trainers’ Association-Board of Certification role delineation study (on file in the Program Director’s office). Candidates for the degree must be able to meet these minimum standards for successful completion of degree requirements.

**Standards**

**Observation:** Observation requires the functional use of vision, hearing and somatic sensations. A student must be able to attend lectures and laboratory demonstrations. The student must be able to observe a patient accurately to determine variations from normal and observe output readings to determine a patient’s condition and the status of a treatment. Examples in which these observational skills are required include: palpation of anatomical structures and visual and tactile assessment for the presence and degree of edema.

**Communication:** Communication includes speech, language, reading, writing and computer literacy. Students must be able to communicate effectively and sensitively with patients to elicit information regarding mood, activities and health complaints, as well as perceive non-verbal communications. Students must be able to communicate effectively and efficiently with other members of the health care and athletic community to convey information essential for safe and effective care.

**Sensory and Motor Function:** Students must have sufficient motor function to elicit information from the patient examination, using palpation, muscle strength assessment, joint range of motion measurement and other evaluative maneuvers. Additionally, the student must have sufficient motor function to be the first responder in a potentially catastrophic injury (e.g., in-line stabilization of cervical spine, rescue breathing, obstructed airway management, and cardiopulmonary resuscitation). Students must also be able to execute movements required to provide therapeutic care, such as performing mobilization and wound care techniques. These skills require coordination of both gross and fine muscular movement, equilibrium, and the integrated use of touch and vision.

**Intellectual abilities:** To effectively solve problems, students must be able to measure, calculate, reason, analyze, integrate and synthesize information in a timely fashion. For example, the student must be able to synthesize knowledge and integrate the relevant aspects of a patient’s history and examination.
findings to develop an effective treatment program. In addition, students must be able to comprehend three-dimensional relationships and to understand spatial relationships of structures.

Behavioral and Social Attributes: Students must possess the psychological ability required for the full use of their intellectual abilities, for the exercise of good judgment, for the prompt completion of all responsibilities inherent to assessment and care of patients, and for the development of mature, sensitive, and effective relationships with patients. Students must be able to tolerate physically and mentally taxing workloads and function effectively under stress. They must be able to adapt to a changing environment, and function in the face of uncertainties inherent in the clinical problems of patients. Students must demonstrate ethical behavior, both in the classroom and during their clinical experience.

As indicated in section 1.9, students who wish to identify themselves as having a disability that requires special accommodations to complete program requirements must notify the Director of the Athletic Training Program. The need for and appropriateness of any accommodations will be determined on an individual basis in concert with and using the procedures established by the staff of the Jandrisevits Learning Center.

2.6 ATHLETIC TRAINING - SUGGESTED FOUR YEAR SEQUENCE OF STUDY

See http://www.sacredheart.edu/pages/705_major_checksheets.cfm for the HMSS Program’s current curriculum for the Athletic Training and Exercise Science majors.

2.7 COURSE DESCRIPTIONS OF HMSS COURSES

See http://www.sacredheart.edu/download/1115_ug_cehp_06_197_222.pdf for the HMSS Program’s current course descriptions.

2.8 ADDITIONAL COSTS AND RISKS ASSOCIATED WITH ATHLETIC TRAINING

As indicated in section 1.16, there are additional costs associated with the HMSS Program. In addition, athletic training students are responsible for the following additional expenses:

- Maintenance of current CPR certification for the Professional Rescuer (or its equivalent) during all practicum experiences. Recertification opportunities may be available at the University for a nominal fee.
- All students must have a complete physical prior to the beginning the athletic training major. The completed physical forms should be included with your application. University Health Center will perform a physical for a nominal fee. Yearly physicals are required to participate in practicum coursework and should be submitted to the Director of Clinical Education before participation in practicum coursework.
- Students are required to assume copying costs they will incur during the practicum coursework.
• Hepatitis B vaccination. If received at SHU Health Services, approx. $50/shot (three shots necessary). Vaccinations may be covered by personal health insurance. Students who decline the vaccination must sign a waiver, which is kept on file.
• Students may be assigned an off-campus clinical experience. It is the students responsible to provide their own transportation to the off-campus site.
• Students are required to wear the athletic training uniform during the clinical experience at Sacred Heart University. Each student will receive one-shirt, compliments of the program, but must also purchase an additional shirt for a nominal fee.
• Students assume risk of injury when practicing clinical skills during designated laboratories or scheduled practice times.

2.9 Association Memberships

Students are encouraged to join the National Athletic Trainers' Association, Inc. as freshmen. Applications are available in the athletic training room. Joining this organization means eligibility for scholarships, membership in the Eastern Athletic Trainers’ Association (comprised of District I and District II) and also entitles the student to a subscription to the Journal of Athletic Training. Student members of the NATA are eligible for various scholarships offered by the NATA and affiliated organizations.

2.10 Scholarship Availability

The NATA and EATA provide undergraduate and post-graduate scholarships to deserving individuals. Please see your advisor or a staff athletic trainer for further information as well as: http://www.sacredheart.edu/pages/18303_at_scholarships.cfm.

2.11 Class Representatives

At the end of each academic year, each class and the Program Director will elect two representatives. The role of the representative is to bring complaints/suggestions to the Program Director and/or athletic training staff, to offer input regarding proposed academic or clinical changes, and to notify and/or discuss changes with their classmates. In addition, representatives will attend admission related events to answer questions of prospective students and their parents.

If a representative is on Program, University or Professional Behavior Probation, they will be removed from service and another student will be elected by their peers.

3.1 Clinical Experience

Clinical education provides students the opportunity to apply classroom knowledge with clinical experience. All clinical experiences, traditional and non-traditional, are under the direct supervision of certified athletic trainers. Students are exposed to a variety of clinical settings and will have the opportunity to work on-campus with Sacred Heart University varsity athletes and off-campus at the high school, clinical and collegiate level. The Program Director, Head Athletic Trainer and On-Campus Academic Clinical Coordinator are responsible for clinical assignments. **Students are responsible for**
providing transportation to off-campus sites. The clinical education program requires students to amass a minimum number of clinical hours per semester, as outlined in the syllabi of each practicum course.

The Human Movement and Sports Science program requires all athletic training students to complete a Certificate of Health following a physical examination by a physician. All students must show proof of vaccination, immunization, and hepatitis B vaccine series or signed waiver, including an annual TB test (PPD) before engaging in clinical experiences. In addition, all students must show annual proof of CPR for the Professional Rescuer Certification or its equivalency before engaging in clinical experiences.

A. Clinical Experiences at Sacred Heart University

Students will be exposed to a variety of men and women's sports, both intercollegiate and club at Sacred Heart University and at affiliated sites. With 32 varsity sports at SHU, student athletic trainers have ample opportunity for clinical experience with upper extremity, lower extremity, equipment intensive and general medical practices. All students will be exposed to football and will have an opportunity to participate in the pre-season of a sport. Each student will be involved with sports involving male and female athletes.

B. Student Experience

During the professional phase of the program, beginning second semester sophomore year, students enroll in six sequential graded practicums for which they receive credit. These six practicum courses are didactic and clinical in nature and utilize a problem-based approach. Each practicum is designed to foster critical thinking and allows an opportunity for students to practice clinical skills they have been taught previously in the classroom. Small self-directed student groups are posed problem-based situations or cases requiring identification of pertinent strategies and clinical decisions to address the problem or case. The learning goals and new information discovered by the group during directed investigation of the problem, is then researched by individuals of the group and then examined and processed by the entire group before presentation, discussion and evaluation. Facilitators or tutors provide feedback to students regarding their decisions and guide the student towards understanding the interconnections between their actions and the implications they would have in the clinical environment.

The sophomore practicum courses (AT 129/AT 220) focus on emergency medicine and lower orthopedics respectively. Students are responsible for a maximum number of clinical hours each week as defined in the respective course syllabus. Class time is scheduled throughout the semester (for all practicum courses) for instruction on new material and competency assessment. The clinical courses in the junior and senior years (AT 221, AT 222, AT 322, and AT 324) include intensive, hands-on experience that affords students an opportunity to be increasingly more independent and assimilative. Students may be placed off-campus at an affiliated site in the local area. If at any time the semester your clinical assignments are too great and are affecting your academics, you need to ask for time off or for a reduced schedule. Hardship waivers are also available for long term or extenuating circumstances (See 3.1 Section E). These requests are to be made ahead of time; in other words, don't ask for time off the day you need it.

For each of the practicum clinical experiences, you will be assigned to work with a clinical instructor for a designated period of time (typically a sports season). Whatever athletes the clinical instructor is working with are the athletes with whom you will gain experience. Clinical instructor assignments are based on
several factors, including academic level, your perceived strengths and needs for improvement (as determined by the staff and faculty), and the need to provide you with a well-rounded experience. Supervised travel is included in coverage in the later stages of your experience, generally during the junior and senior year. Students may not be paid for clinical services provided while acquiring clinical hours.

Participation in additional activities, such as staff meetings and in-services as directed by the SHU athletic training staff is encouraged, and sometimes required. There are many valuable opportunities for learning. Students are highly encouraged to take an active role in facilitating the learning process. Attending weekly orthopedic clinics and/or attending professional meetings, such as the NATA National Convention and the District 1 (EATA) Annual Meeting, are examples of activities student athletic trainers are able and should attend. We encourage all students to take advantage of the many educational opportunities available to them.

C. Practicum Grading Plan

The grading for the practicum courses is as follows: 50% of the grade comes from the specific course requirements as detailed in each syllabus and 50% of the grade comes from the semester evaluation and end of semester clinical evaluation. For each practicum level, you will be assessed using the performance criteria identified for your level (using both the Generic Abilities Assessment (GAA) and Cognitive and Psychomotor Skills Assessment (CPSA). You must pass (73% or better) the semester evaluation and the specific course requirements (73% or better) in order to pass the course. Failure to achieve 73% or better in either part of the course requirement will result in failure of the course.

The Generic Abilities Assessment (GAA) and Cognitive and Psychomotor Skills Assessment (CPSA) have been developed to identify the expectations of students at varying levels of experience. The GAA identifies those less-tangible behaviors that are critical to your development as a professional. The CPSA is a more concrete description of what you should be doing and when. Review these documents at the beginning of each experience so that you and your clinical instructor can work on and assess your skills accordingly.

Note: Please see the practicum course syllabi for details of Clinical Proficiency Grading Procedure and current updates.

D. Student Attendance for Clinical Experience

All students are expected to attend scheduled clinical assignments. If a student has been assigned a clinical rotation which entails a preseason, the student is required to make plans to attend. If you have a foreseeable schedule conflict, it is your responsibility to notify your CI at least 48 hours prior. Unforeseeable absences will not be counted as excused absences unless the student provides the instructor documentation and verification within one week of the absence. Excused absences include an illness (with proper medical documentation), a family crisis or an approved institutional activity. If an event arises within 24 hours of a scheduled clinical assignment, it is the students’ responsibility to communicate, via telephone, with the assigned clinical instructor. Failure to meet the attendance requirement and expectations will result in grade reduction.
Students who fail to meet the clinical education requirements and expectations, as stated in the GAA and CPSA evaluation forms, are subject to disciplinary action. The first offense results in written notification and verbal warning. The second offense results in temporary suspension of 1 week from your clinical experience and a drop of 1 letter grade from the clinical graded portion of your overall practicum grade. A formal warning letter is placed in the student’s clinical file. The third and final offence will result in indefinite suspension from your clinical experience and failure of the clinical portion of the enrolled practicum course. It is the student’s responsibility to set up a meeting with the appropriate personnel and rectify the situation.

E. Documentation of Hours

Documentation of your clinical hour experience, on-campus and off-campus, is necessary as part of each practicum course. Each day, write down your hours and a brief summary of responsibilities for the day in the notebook provided. Countable hours include those spent preparing a team for practice or competition, attending that practice or competition and any post-practice/competition treatments. Hours spent traveling with a team should not be included in your daily tally. Each week your hours need to be signed by your clinical instructor. Hours must be signed by noon on the Tuesday following the week that you worked. If hours are not signed by noon on Tuesday, you will lose those hours. It is your responsibility to have those hours signed, not the approved clinical instructors. In addition, each month you must turn your sheet in to the On-Campus Academic Clinical Coordinator. This must be done by noon on the fifth of each month. If your sheets are not turned in by noon on the fifth of each month, you will lose the hours from the preceding month. Clinical hours obtained while not enrolled in a practicum course will not count towards the practicum’s hour requirement.

F. Hardship Application

This application is designed to allow a student who feels they have an extenuating situation and would be unable to complete the required clinical hours of a practicum, an avenue to express their situation. To complete a hardship application, you will need to submit a typed statement, which supports the need for a hardship waiver. This application must be submitted as soon as the situation arises, and cannot be used to make up hours missed before the application was completed. This process is not retroactive. For further information please see the On-Campus Academic Clinical Coordinator.

G. OSHA Standards

A number of measures are currently in existence in order to adequately safeguard patients, students, and faculty in regards to health and safety issues. Standards established by OSHA are followed by faculty, staff, and students in order to safeguard each other and their patients. In the classroom, students are instructed on the proper procedures and techniques relative to injury/illness care and management including both indications and contraindications regarding treatment. All faculty and students will undergo OSHA (blood-borne pathogen) training and management assessments on an annual basis.

Students who have not completed blood-borne pathogen (OSHA) training will not be permitted to perform clinical observations until completed. Blood-borne pathogen trainings will be offered annually in January.
H. Physical Examinations

Sacred Heart University athlete training students are required to undergo a complete physical examination. All portions of the exam must be completed prior to the beginning of the clinical experience sophomore year. Yearly physicals are required to participate in practicum coursework and verification of the ability to meet the technical standards of the program. Each student assumes the cost of the physical. Students should submit their completed physical examination forms to the Director of Clinical Education before participating in practicum work. Students are responsible for maintaining proper health and able to adhere to the program technical standards as stated in section 2.5.

I. Student Athletic Training Organization (SATO) In-service

All students must attend mandatory SATO in-service events.

3.2 PROFESSIONAL BEHAVIOR

Students in the athletic training program are expected to adhere to the Code of Ethics put forth by the National Athletic Trainers’ Association, Inc. [See Appendix A] and to demonstrate professional behaviors during all program-related activities. Please see the Generic Abilities Assessment (distributed separately) for a description of expected behaviors.

In addition, all students are expected to turn off all cell phones and beepers during formal class and clinical experience. Computer use in class is for note taking and research only! Instant messaging (IM) will not be tolerated.

In the classroom, if a student displays one or more behaviors which the athletic training faculty member views as inappropriate, the faculty member will draw the student’s attention to the behavior, assist the student in understanding why it is inappropriate and offer the student suggestions for changing the behavior. If the faculty member notices that the identified behavior continues or that change is slow in coming, the following measures will occur:

1. The student and faculty member will meet to further discuss the issue.
2. Within seven days following the meeting, the student will submit a written proposal of steps to be taken to solve the problem(s), a proposed time frame for resolution, and proposed consequences for failure to solve the problem in the indicated time frame.
3. The student and faculty member will agree on a final version of the proposal.
4. At the end of the agreed-on time frame, the student and faculty member will re-assess progress.
5. If the student has not accomplished his/her approved plan, the consequences will be assessed, and the process will be repeated.

Athletic training students who do not adhere to the policies set forth in this manual may fail the practicum for that semester. Students are also expected to adhere to the University Code of Student Conduct, University Academic Integrity Policy, the NATA Code of Ethics, and to their assigned
clinical instructors. Students identified as being in non-compliance will meet with the Clinical Coordinator and other clinical instructors involved and are informed about areas of deficiency. At this time, the student will receive a letter of warning. Within a one-week period following this meeting, the student must submit a written proposal of steps to be taken to solve the problem(s) and a proposed time frame for resolution. Following approval of the plan and implementation time by the involved athletic trainers, the student will start this probationary period, which may include reduction or elimination of athletic training room hours. At the end of this period, the student will be re-evaluated. A student who has not accomplished his/her approved plan at the time of re-evaluation will not pass that semester's practicum course. With a second offence, a student receives a second letter and is suspended from their clinical responsibilities for one week. Students who receive three letters of warning (the three strikes and you are out plan) within a semester will not pass that semester's practicum course.

Where a student's behavior is in direct violation of the Code of Ethics put forth by the National Athletic Trainers’ Association, Inc., the above policy may be superseded by direct report to and action through the Sacred Heart University Dean of Students Office.

3.3 STUDENT ATHLETES

Those students who are participating in varsity athletics and pursuing the Athletic Training major must adhere to the following rules: Student-athletes are able to acquire clinical hours while their sport is in-season by being assigned to general athletic training room coverage or to off-season sports. Student-athletes are assigned to a sport rotation during their non-traditional season. Student-athletes may participate in the non-traditional season only if it does not interfere with their clinical assignment. It is the student athlete’s responsibility to notify his or her coach that off-season sports participation must be worked around the clinical rotation assignment.

3.4 CPR CERTIFICATION

As stated previously, all students are required to maintain current CPR for the Professional Rescuer certification (or its equivalent) throughout the clinical experience. You may not participate in the clinical experience without current certification. A record of certification is maintained in the athletic training room. Notify the Program Administrative Assistant or Clinical Coordinator when you renew your CPR. It is your responsibility to be sure that your certification does not expire. All students must be certified upon entering the athletic training curriculum.

3.5 SUMMER INTERNSHIP OR NON-AFFILIATED CLINICAL EXPERIENCES

If a student is interested in a summer internship, they should work with their respective advisor. The summer internship or any non-affiliated or approved clinical experience will not count towards the students clinical experience requirements.
3.6 FACILITY CONTRACTS

All off-campus clinical placements are recognized as affiliated sites for the athletic training program. A signed contract is required for all affiliated sites. All contracts are available in the Programs Director’s office in its entirety; a summary of the standard contract is provided here:

The University will:

1. Select only students who have completed all prerequisites for clinical education.
2. Inform the Facility about the clinical education goals and objectives and evaluation forms.
3. Inform the Facility of the level of training of the student.
4. Cover the student with Student Professional Liability Insurance while participating in a University-sanctioned curricular activity.
5. Coordinate the clinical experience with academic aspects of the educational program.
6. Notify the Facility immediately in the event of a cancellation or change in student assignment.
7. Withdraw the student if progress, achievement or adjustment does not justify continuation.

The Facility will:

1. Provide a supervised program of clinical education compatible with the goals and objectives of the University.
2. Submit names, resumes and professional credentials of all clinical supervisors, and information regarding the Facility.
3. Orient the student regarding policies and procedures of the facility.
4. Utilize an infectious disease policy that conforms with the most recent CDC recommendations for health-care settings.
5. Retain full responsibility for care and welfare of athletes.
6. Determine the number of students to be accepted and inform the University of any changes in staffing or service that might affect these numbers.
7. Evaluate the student and inform the University of the student's abilities.
8. Suspend or request withdrawal of any student whose performance is detrimental.
9. Permit inspection of its facilities, records, or other items that pertain to the student program.
10. Maintain a comprehensive General Liability policy for all staff.

The Student will:

1. Respect and guard the confidentiality of information regarding athletes.
2. Adhere to the policies and procedures of the University and Facility.
3. Be under the Facility's supervision and control.
4. Provide appropriate uniforms when necessary.
5. Arrange transportation when necessary.
6. Obtain meals and housing when not arranged by the Facility.
7. Provide to the Facility evidence of a physical examination and other medical tests, if required.
8. Provide to the Facility evidence of health insurance, if required.
9. Obtain prior written permission from the University and the Facility before publishing any material relating to the clinical experience.
10. Obtain medical care at own expense as needed.
3.7 Evaluation of Clinical Experience

A. Evaluation of Your Clinical Performance

In addition to your regular clinical experience, you and your clinical instructor will meet at least three times during the experience for review of your clinical abilities. The forms used, the Generic Abilities Assessment (GAA) and the Cognitive and Psychomotor Skills Assessment (CPSA), are described in Section 3.1 (Practicum Grading Plan.) The purpose of the initial meeting is for you to identify what you’re trying to accomplish, your perceived areas of weakness and strength, and any specifics related to your clinical instructor. The mid-semester evaluation should be used to identify areas of strength and weakness as gleaned from this particular clinical experience and for you to get and give suggestions on how to improve your current experience. The final assessment occurs at the end of the semester. For some sports, like basketball, your assignment with the clinical instructor will continue into the following semester. The scores used for your grade come from this final assessment. You will be given a copy of each assessment, which you should keep.

Seek frequent informal input from your Clinical Instructor (CI).

Students who fail to meet the clinical education requirements and expectations, as stated in the GAA and CPSA evaluation forms, are subject to disciplinary action. The first offense results in written notification and verbal warning. The second offense results in temporary suspension of 1 week from your clinical experience and a drop of 1 letter grade from the clinical graded portion of your overall practicum grade. A formal warning letter is placed in the student’s clinical file. The third and final offence will result in indefinite suspension from your clinical experience and failure of the clinical portion of the enrolled practicum course. It is the student’s responsibility to set up a meeting with the appropriate personnel and rectify the situation.

B. Evaluation of Clinical Affiliated Sites

You will complete an evaluation form assessing the clinical experience. This form considers the facility, the orientation process, the clinical instructors, and the clinical experience. The form is presented to the Program Director, who reviews the contents with the Facility Coordinator of Clinical Education.

An athletic training faculty member periodically visits each student at off-campus sites to assess the student, facility and clinical instructor(s).

C. Evaluation of the Athletic Training Faculty and Clinical Instructors

Each student will be given the opportunity to evaluate the athletic training program, faculty, and clinical instructors. This evaluation will be conducted at the end of each semester and is intended to give you an opportunity to note strong areas and areas for improvement. Please remember that you can always go directly to the source. If you have a great idea, no matter how seemingly small, let someone know!
3.8 EMPLOYMENT / WORK-STUDY POLICY

Students are permitted to work outside of the university as well as perform work-study while enrolled in the program. However, students are not permitted to count their work-study hours as clinical hours and are not to perform clinical duties or responsibilities while engaged in work-study or employment. It is the responsibility of the student to seek and retain employment and/or work-study and to properly manage the demands of such an endeavor in concert with their clinical and academic responsibilities.
4.1 General Information—SHU Athletic Training Department

Athletic Training Room/ Facility:
William H. Pitt Health and Recreation Center
5151 Park Avenue
Fairfield, CT 06432-1000
(203) 365-7672

Other On-Campus Medical Facilities:
Campus Police for Ambulance 371-7995
Health Center 365-7838

Area Medical Centers:
St. Vincent’s Hospital
Bridgeport Hospital
Emergency Police/Fire 911

Medical Director and Team Physician
Michael Redler, MD
Orthopaedic and Sports Medical Center

On-Campus Clinical Instructors/Interns:
See http://sacredheartpioneers.cstv.com/school-bio/saht-staff.html under Athletic Training for a list of current on-campus clinical instructors and their biographies.

4.2 Staffing Relationship

The sports medicine staff at Sacred Heart University is comprised of team physicians, a head athletic trainer, assistant athletic trainers, graduate assistant athletic trainers, and athletic training students. The chain-of-command of responsibility is indicated below:

```
Team Physician
    |       Head Athletic Trainer
    |
    Assistant Athletic Trainers/ On-Campus Clinical Coordinator
    |
    Graduate Assistant Athletic Trainer / Intern Athletic Trainer
    |
    Athletic Training Student
```

Team Physician: Oversees all medical treatment to Sacred Heart University athletes.

Head Athletic Trainer: Responsible for the organization and administration of the Sports Medicine Department. Supervises athletic training staff and student athletic trainers

Assistant Athletic Trainers: Coverage of teams as assigned; serve as clinical instructors.
On-Campus Clinical Education Coordinator: Liaison with academic program. Responsible for scheduling, record-keeping, and assigning student athletic trainers. All on-campus scheduling and record-keeping issues go through this person.

Graduate Assistant / Intern Athletic Trainers: Teaching assistant and team coverage as assigned; serve as clinical instructors.

Athletic Training Student:
1. With certified athletic trainers: Follow all directions and subscribe to the policies of the athletic training room. Feel free to ask questions and discuss any problems with the staff.

2. With team physicians: Your primary role is that of an observer. If you are asked to do something, do it immediately and exactly as directed. Ask questions when the timing is right.

3. With coaches: It is important for you to build a good working relationship with the coach with whom you are working and with other coaches.

4. With the student body and general public: The medical status of the athlete is confidential and should not be discussed with anyone other than the staff athletic trainers or the physician. The head coach will release any information to the public. Be courteous, but do not give out any information. "What you hear here, what you see here, let it stay here, when you leave here."

5. With other athletes: We are in a unique position to gain the trust of athletes. Professionalism is of the utmost importance and must be practiced by all students in all aspects of the sports medicine unit. Professionalism requires you to keep a social distance from athletes; this rule is continuous 7 days/week, 24 hours per day.

As awkward as it sounds, you must take certain steps should you feel that you MUST date an athlete. Failure to do this is bad for everyone. It places you in a position of having to sneak and compromises your ability to maintain essential confidences. If you must date an athlete, you should discuss the situation with the head athletic trainer. Dating an athlete who is on the team with which you are working will necessitate a change of assignment. You will not work with athletes on that team.

### 4.3 Dress Code for the Athletic Training Student

What to Wear:
1. Acceptable Attire:
   - Monday thru Friday – Sacred Heart University athletic training T-shirt or staff shirt, tucked in; clean, functional pants or shorts; hair pulled back (unisex); clean-shaven unless mustache and/or beard is established.
   - Students may wear wind pants or pants associated with a formal warm-up suit as a substitution for chino pants.
   - Events
A. Basketball, volleyball - functional dress-up clothes
B. Ice hockey, outdoor events – Sacred Heart University athletic training staff shirt; khaki shorts/pants.
C. During inclement weather, dress warmly. However, when treating athletes in the athletic training room prior to going outside, a staff shirt and functional pants must be worn.

- Travel - If the coach requests that the team dress up, you dress accordingly unless you will be handling dirty or heavy equipment.

2. Unacceptable Attire: (You will be asked to go change, so please adhere to above!):
   - drawstring sweat suits or workout clothes
   - break-away pants
   - torn/stained jeans
   - dangling jewelry (should have no danger of catching or causing injury)
   - long fingernails (must be suitable for manual therapy)
   - tank tops
   - high heels
   - sandals (of any type)
   - unshaven facial scruff (beard/mustache not in progress)
   - tongue piercing (may interfere with CPR)
   - hats are unacceptable when working in the athletic training room. Hats may be worn outside during inclement weather.

3. Visible piercings other than ears (eg, eye brow, nose) are discouraged because the look detracts from a professional appearance.

4. Students are not to wear SHU AT clothing during clinical experiences which are not affiliated and/or approved.

### 4.4 General Enforceables for Athletic Training Students

1. Be on time. This is not negotiable.
2. Once you have an assignment in the athletic training room or with a team, please switch with another student only with permission from a staff athletic trainer. If you are going to be late for an unforeseen reason, call the athletic training room and let someone, preferably the On-Campus Coordinator of Clinical Education, know.
3. Take care of all athletes, regardless of team, in order of their arrival in the athletic training room. If one of "your" athletes arrives late, he/she must wait his/her turn.
4. Do not treat an individual (i.e., non-SHU athlete) outside of your specified student athletic trainer duties. Notify the appropriate staff AT if you treat an athlete outside of your assigned sport.
5. Know the policies and enforce them. Maintain a pleasant and professional atmosphere in the athletic training room. Do not allow horseplay or loitering by athletes.
6. Do not disagree with the staff athletic trainers or other student athletic trainers in front of an athlete. Save your comments and questions for later.
7. Treatments are to be administered only under the direction of the certified athletic trainers or physicians.
8. Do not alter treatments unless directed to do so by a certified athletic trainer or physician.
9. Make record-keeping a priority. Document all injuries and treatments neatly and on the appropriate forms.
10. No self-treatment by athletes is permitted.
11. No cell phone use in the athletic training room or while at practice. Please make sure all cell phones are turned off prior to beginning clinical hours.
12. Patient confidentiality: WHAT YOU SEE HERE, WHAT YOU SAY HERE, LET IT STAY HERE WHEN YOU LEAVE HERE. Get it?
13. Are you whining about something you can change? Stop whining and take steps to change whatever ails you. Are you whining about something you can’t change? Then just stop whining.

### 4.5 Specific Enforceables for Athletic Training Students

1. Athletes must shower before receiving routine treatment after practice or workout.
2. No shoes on treatment tables. No cleats in the athletic training room.
3. No athletes are allowed in the staff offices.
4. **No athletic training student is permitted to perform any clinical skill on a patient prior to formal instruction and evaluation.**
5. Towels are to be used for treatments only and should never leave the AT room.
6. This is a coeducational facility. Appropriate attire (gym shorts, underwear and t-shirts) is to be worn at all times. No sanitaris allowed. Clothes will be changed in the locker room, not the athletic training room.
7. Profanity or abusive language will not be tolerated.
8. Athletes may not use the phone or computers without express permission from a staff athletic trainer.
9. No food, including candy or gum, or beverages allowed in the athletic training room.
10. Bags and athletic equipment must be left in locker room or hallway.
11. Students may not perform class work during their scheduled clinical hours unless they obtain permission from the clinical instructor.

### 4.6 Drug Dispensation Policy

The following guidelines will henceforth be followed to ensure that the Sports Medicine Department (SMD) does not cause harm to an athlete or place the staff at risk for liability:

1. All over-the-counter drugs (OTCs) will be dispensed in unit dosage packets not to exceed a 24-hour supply. The only exceptions are weekends, when a two day supply may be given.
2. Only staff ATs will dispense drugs. Students will not.
3. All medications (OTC and prescriptions) dispensed will be noted in the notebook.
4. Prescription drugs will be administered according to the following standards:
   a. Team physician is present and checks the medication(s).
b. The bottle must be labeled with the following information: athlete's name, date, drug name, dosage and how to take it, side effects, prescribing physician, address where dispensed, and preparer's initials.

c. Physician hands medication(s) to athlete.

d. Dispensed drug recorded in the athlete's chart and in the chart located in gray cabinet.

5. For travel:
   • Students will not carry OTC drugs unless directly supervised by an AT.
   • A small log book for drug dispensation will be provided.
   • All drugs can be carried when a doctor is present (i.e., ice hockey, football).

4.7 Exposure Control Procedures

As a health care professional you are exposed to infectious diseases that are borne by blood and other bodily fluids. Following OSHA guidelines, Sacred Heart University has developed regulations designed to protect those who might come in contact with another's bodily fluids. It is essential that you become knowledgeable about your protection and adhere to the following rules.

A. Universal Precautions
1. Wear gloves if there is any contact or chance of contact with blood, body fluids, mucous membranes or non-intact skin. Wash hands immediately after gloves are removed.
2. Wash your hands before and after giving direct care to an athlete, particularly if contaminate with blood other bodily fluids.
3. Take care to prevent injury from needles, scalpels or other sharp instruments. Disposable syringes, needles, scalpel blades and other sharp instruments should be placed in puncture-proof containers for disposal. Do not recap, break or crush these items.
4. Tables used for care of athletes in which there is contact with blood or bodily fluids should immediately be washed with an appropriate disinfectant. Whirlpools should be cleaned and disinfected daily.
5. Obtain a fanny pack and wear it. The pack should include gloves, gauze and a Laerdle mask so you are not caught unprepared.
6. If you think you have been exposed to a BBP, immediately report the incident to the head athletic trainer to initiate the appropriate medical care and follow procedures as outlined in annual OSHA training.
7. The following areas must have these items:
   Hockey Athletic Training Room: Sharps container, biohazard bag, enclosed tray for contaminated instruments, disinfectant, gloves, airway mask for rescue breathing
   Main Athletic Training Room: Sharps container, biohazard bag, autoclave, gloves, airway masks, disinfectant
8. If you are at an off-campus site, always follow Universal Precautions and inquire about any further regulations pertinent to that site.
B. In-Service Training

All students must attend mandatory in-services or Program functions.

C. Hepatitis B Vaccine

The Human Movement and Sports Science program requires the completion of a Certificate of Health following a physical examination by a physician. All students must show proof of vaccination, immunization, and hepatitis B vaccine series or signed waiver, prior to beginning clinical experience.

Vaccination against the Hepatitis B virus is available to all student athletic trainers. All students need be vaccinated or have existing antibodies. This series of three shots provides antibody protection from the Hepatitis B virus in about 95% of healthy people. Students must show proof of immunization or elect to sign a waiver. The shots are available from the Sacred Heart University Student Health Service for a nominal fee. The first two shots are given one month apart and the third injection is given six months after the first.

The incidence of side effects from the vaccinations is very low. No serious side effects or allergic reactions have been reported during the course of clinical trials. The most common side effects that have been reported include mild soreness at the injection site, fever, and fatigue. Nausea, diarrhea, sore throats, headaches and cold symptoms have also been reported. Women who think they are pregnant should discuss whether they should receive this vaccine with their health care provider.

Most people with Hepatitis B recover completely, but approximately 5 to 10 percent become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer.

4.8 Preparation and Procedures for Emergency Situations

Preparation:
1. Before each season, you and your CI will discuss emergency procedures for the sports and site you will be working. Your specific responsibilities for surveying the area of the practice or game for potential hazards, phones, exits, hospital location, and assistance in obtaining an ambulance or life support should be covered. As appropriate, the discussion should address use of the Emergency Medical System (EMS) at the courts, field, rink, and away games. Additionally, these initial meetings will include discussions of potential emergencies (i.e., heat illness, cervical injury) and equipment fitting and maintenance.

2. The EMS includes the following equipment: vacuum splints, cervical collars, spineboard, blood pressure cuff and stethoscope, blanket, crutches, raincoat and plastic. Equipment will be available for all home events and must be present for soccer, ice hockey, and field hockey games.

Procedures:
1. Injuries involving any of the conditions listed below are considered potentially serious and need immediate medical attention:
• cessation of breathing and/or pulse
• severe bleeding
• severe (i.e., compound) fracture or dislocation
• head or spinal injury
• heat stroke
• severe asthma attack
• severe allergy attack (i.e., anaphylactic shock)

2. You will need to act quickly and decisively. Follow the procedure below to eliminate any problems. Become familiar with them. You should:
   A. Quickly assess the injury and its severity.
   B. Begin any emergency procedures necessary (CPR, rescue breathing) using precautions to protect yourself from infectious disease.
   C. Instruct appropriate personnel to notify a staff athletic trainer and campus police (x7995). State: (1) your name and title, (2) specific location of injured athlete, (3) nature of injury—emphasize if it is a life-threatening injury, (4) status of athlete, (5) name of hospital to which you would prefer the athlete to be transported.
   D. Stay with the athlete. Have someone wait for the ambulance to direct it to the proper location. The athlete’s insurance information should be given to the emergency personnel.
   E. If possible, have someone accompany the athlete to the hospital to relay information back to the athletic training room. Do not leave the team event.
   F. Arrange for the athlete’s clothes, equipment, etc. to be cared for.
   G. Follow-up: notify either the head athletic trainer or, in absence, a staff athletic trainer. The head athletic trainer will inform the athletic director. Notification of parents should be handled by the physician with you present, if possible.
   H. Write an injury report detailing all actions taken as soon as possible.

4.9 ATHLETE TRANSPORTATION PROCEDURES

When an athlete has sustained an injury, the following guidelines must be followed for his or her transport:
1. If the condition of the athlete does not warrant emergency medical attention, the athlete should first try to obtain a ride from a coach or friend, or take public transportation at his/her expense.
2. A staff athletic trainer transports the athlete only when it is imperative that the athletic trainer be present for immediate feedback from a physician or if the athletic training room is not busy. Clear this with the head athletic trainer before taking action. An ambulance should be called for any medical emergency as determined by the athletic trainer.
3. A taxi or campus police may be used; however, campus police will not (and should not) transport head or neck injuries or other serious problems.
4. An ambulance should be called for any medical emergency as determined by the athletic trainer.
5. Athletic training students should not be transporting athletes for emergency or routine medical appointments.
4.10 INSURANCE PROCEDURES

Due to the rising costs of health care, budget restraints and organization and administration standards, the sports medicine department follows a stringent procedure for handling insurance and medical care of the injured athlete. Follow these rules:

Insurance Forms

Each student athlete has insurance information on record in the athletic training room, as apart of their medical file. When an injury occurs, a Secondary Athletic Accident Insurance Policy form must be completed. It is very important that in case of an injury proper insurance procedures are followed.

For example, if an athlete is conscious, he/she should complete this form while icing (if psychologically able.) This will be at the athletic trainer's discretion.
1. The athletic training student, and injured athlete, will complete the injury report form.
2. Failure to complete the form will result in collection agencies pestering parents and athletes and create more paperwork for the head athletic trainer.
3. The AT is responsible for scheduling doctor’s appointments and transportation arrangements.

4.11 MEDICAL RECORD SYSTEM

The Sports Medicine Department follows a system that incorporates all records in one place. Files are color-coded and alphabetical by sport. Follow all documentation procedures carefully to avoid legal problems and for continuity of care. All student injuries should be recorded using the computer injury tracking software.

Forms used:

• SOAP note. To include: name, sport, DOI, prognosis, f/u, your signature.
• Clinic notes. Used in conjunction with dictation notes from MD.
• Daily treatment record log. Name and sport recorded on top. Date, DOI, treatment, and initials of staff AT.
• Other physician's directions and prescriptions. Include name, date, sport, injury, physician's name, phone number, and directions to office.
5.1  EXERCISE SCIENCE – PROGRAM OVERVIEW

The exercise science major is designed for those students who are seeking a broad background in exercise and fitness. It also may serve as a foundation for graduate study in physical therapy, exercise physiology, biomechanics, cardiac rehabilitation, wellness and conditioning, and nutrition. Other goals of the program include preparation for American College of Sports Medicine certification tracts in fitness and clinical exercise physiology. The didactic and clinical components allow students the opportunity to explore general related areas of study, including exercise physiology, epidemiology, research techniques, strength and conditioning training, exercise prescription and fitness assessment for general and special populations. Clinical applications of exercise physiology are also addressed including exercise prescription and supervision for special populations. The applications of exercise to the fields of rehabilitation; cardiac, pulmonary, and orthopedic are also explored. As in the Athletic training tract, a “hands on” approach is encouraged to prepare for careers in exercise physiology and in fitness/wellness settings. Graduates from the exercise science major are prepared to pursue either employment opportunities in health and fitness settings, corporate fitness facilities, clinical settings or graduate school in those health professions noted above. No additional application process is required for students in the exercise science major.

5.2  EDUCATIONAL OBJECTIVES OF THE EXERCISE SCIENCE MAJOR

The Exercise Science major will:

1. Provide knowledge and skills of the various fields associated with exercise science while maintaining an educational format rooted in the liberal arts tradition. These skills include:
   - Physical fitness assessment and testing
   - Graded exercise testing procedures
   - Exercise prescription for all populations including healthy, chronically disabled, the elderly, and children.
   - Preparation for American College of Sports Medicine certification exams within the health/fitness tract and clinical tract.
   - Understanding of epidemiology and the role of exercise in chronic disease prevention
   - Understanding of the goals of “Healthy People 2010” and national public health policy related to exercise.

2. Educate students on the ethics and standards of care and practice in areas of exercise science including:
   - Assessment tools and testing procedures consistent with American College of Sports Medicine and American Association of Cardiopulmonary Rehabilitation Guidelines.
   - Legal issues related to the field of exercise science.

3. Educate students on the relationships and interactions of members of the exercise science community and various allied health professions including:
   - Knowledge of settings for exercise scientists including hospitals, clinics, health and fitness centers, corporate fitness centers, orthopedic clinics, and acute care facilities.
• The work of other allied health professionals including physical therapists, occupational and respiratory therapists, nurses, physicians and others.

4. Communicate the roles that exercise science and human movement play in the lives of individuals.
• In health
• In disease
• For youth and the elderly
• For women
• In rehabilitation and prevention
• In communities

5. Provide students with opportunities to develop critical/analytical thinking and to communicate thoughts effectively using appropriate verbal and written syntax including:
• Effective guidelines for presentation of research for peers in exercise science.
• Effective guidelines for community education.
• Instruction for the preparation of scientific research composition.

6. Provide students with a background, which will enable them to pursue graduate education and/or careers in all areas of exercise science including:
• Advanced degrees in exercise science, physical therapy, occupational therapy, public health, and others.
• Careers in consumer health and fitness, community health and wellness, clinical settings, and others.

7. Recognize the necessity for continuing education in maintaining and improving expertise in all areas of exercise science including:
• Graduate study
• Involvement in professional associations including ACSM, AACVPR, and others.
• Attainment of clinical and professional certifications.

Provide students with instruction in research techniques including:
• Effective literature review strategies
• Scientific writing instruction
• Research design

5.3 EXERCISE SCIENCE CURRICULUM
Suggested Four Year Sequence of Study

See http://www.sacredheart.edu/pages/705_major_checksheet.cfm for the HMSS Program’s current curriculum for the Athletic Training and Exercise Science majors.

NOTE: EX 320—Special Applications of Exercise, will be waived for those students accepted in the Physical Therapy program who are under the 3+3 curricular sequencing.
5.4 Exercise Science and HMSS Course Descriptions

See http://www.sacredheart.edu/download/1115_ug_cehp_06_197_222.pdf for the HMSS Program’s current course descriptions.

5.5 ADDITIONAL COSTS ASSOCIATED WITH EXERCISE SCIENCE

As indicated in section 1.16, there are additional costs associated with the HMSS Program. In addition, exercise science students are responsible for the following additional expenses:

- Maintenance of current certification of CPR for the professional rescuer and first aid (or its equivalent) during EX 365 clinical experiences. Recertification opportunities may be available at the University for a nominal fee.
- Students may be assigned an off-campus clinical experience. It is the students’ responsibility to provide their own transportation to the off-campus site.
- All Seniors participating in EX 365, Clinical Exercise Science, must have on file, the hepatitis B vaccination proof of immunization or declaration form, PPD (tuberculosis) test done prior to participating in the course as well as their CPR for the Professional Rescuer. The PPD test can be obtained from the University Health Center for a $10.00 fee. Please provide a copy of your exam results and CPR card to your EX 365 instructor.
- See Additional Costs Associated with HMSS (1.16)

5.6 ASSOCIATION MEMBERSHIPS

Students are encouraged to join the American College of Sports Medicine and/or the National Strength and Conditioning Association as sophomores. Joining this organization means eligibility for scholarships, and also entitles the student to a subscription to related journals. Please speak to your advisor about membership application.

5.7 SCHOLARSHIP AVAILABILITY

American College of Sports Medicine provides undergraduate and post-graduate scholarships to deserving individuals. Please see your advisor for further information.

5.8 CLINICAL EXPERIENCE

Clinical education provides students the opportunity to apply classroom knowledge with clinical experience. All clinical experiences, traditional and non-traditional, are under the direct supervision of qualified personnel. Students are exposed to a variety of clinical settings including wellness centers, hospitals, rehabilitation centers and corporate fitness centers. **Students are responsible for providing**
**transportation to off-campus sites.** The clinical education program requires students to amass a minimum number of clinical hours per semester, as outlined in the syllabi of each practicum course.

**OSHA Standards**

Depending upon the clinical rotation you are assigned, you may need to undergo training OSHA training, which typically includes work-place safety, blood-borne pathogen training, and others as appropriate for the location and patient population.

### 5.9 Professional Behavior

Students in the exercise science program are expected to adhere to the Code of Ethics put forth by the American College of Sports Medicine and the University Code of Student Conduct. They must demonstrate professional behaviors during all program-related activities. Students must also comply with professional conduct expectations associated with clinical rotation sites. These expectations shall be outlined in course syllabi and non-compliance may result in failure of the professional course.

In the classroom, if a student displays one or more behaviors which the faculty member views as inappropriate, the faculty member will draw the student’s attention to the behavior, assist the student in understanding why it is inappropriate and offer the student suggestions for changing the behavior. If the faculty member notices that the identified behavior continues or that change is slow in coming, the following measures will occur:

1. The student and faculty member will meet to further discuss the issue.
2. Within seven days following the meeting, the student will submit a written proposal of steps to be taken to solve the problem(s), a proposed time frame for resolution, and proposed consequences for failure to solve the problem in the indicated time frame.
3. The student and faculty member will agree on a final version of the proposal.
4. At the end of the agreed-on time frame, the student and faculty member will re-assess progress.
5. If the student has not accomplished his/her approved plan, the consequences will be assessed, and the process will be repeated.

Where a student's behavior is in direct violation of the Code of Ethics put forth by the American College of Sports Medicine, the above policy may be superseded by direct report to and action through the Sacred Heart University Dean of Students Office.

### 5.10 Student Athletes

Those students who are participating in varsity athletics and pursuing the Exercise Science major must adhere to the following rules:

1. Student-athletes must advise faculty of clinical rotation and competition conflicts at the beginning of the semester.
2. Students-athletes must make up clinical rotation site visits missed due to competition at a designated time and site mutually agreed upon.
3. It is the student athlete’s responsibility to notify his or her coach that off-season sports participation must be worked around the clinical rotation assignment.

5.11 CPR Certification

As stated previously, all students are required to maintain current CPR for the Professional Rescuer certification (or its equivalent) throughout the clinical experience. You may not participate in the clinical experience without current certification. A record of certification is maintained in the Department. Provide the Department a copy of your CPR card when renewed. It is your responsibility to be sure that your certification does not expire.

5.12 Facility Contracts

All off-campus clinical placements are recognized as affiliated sites for the Exercise Science program. A signed contract is required for all affiliated sites. All contracts are available in the Programs Director’s office in its entirety; a summary of the standard contract is provided here:

The University will:

1. Select only students who have completed all prerequisites for clinical education.
2. Inform the Facility about the clinical education goals and objectives and evaluation forms.
3. Inform the Facility of the level of training of the student.
4. Cover the student with Student Professional Liability Insurance while participating in a University-sanctioned curricular activity.
5. Coordinate the clinical experience with academic aspects of the educational program.
6. Notify the Facility immediately in the event of a cancellation or change in student assignment.
7. Withdraw the student if progress, achievement or adjustment does not justify continuation.

The Facility will:

1. Provide a supervised program of clinical education compatible with the goals and objectives of the University.
2. Submit names, resumes and professional credentials of all clinical supervisors, and information regarding the Facility.
3. Orient the student regarding policies and procedures of the facility.
4. Utilize an infectious disease policy that conforms with the most recent CDC recommendations for health-care settings.
5. Retain full responsibility for care and welfare of patients/clients.
6. Determine the number of students to be accepted and inform the University of any changes in staffing or service that might affect these numbers.
7. Evaluate the student and inform the University of the student's abilities.
8. Suspend or request withdrawal of any student whose performance is detrimental.
9. Permit inspection of its facilities, records, or other items that pertain to the student program.
10. Maintain a comprehensive General Liability policy for all staff.

The Student will:

1. Respect and guard the confidentiality of information regarding clients/patients.
2. Adhere to the policies and procedures of the University and Facility.
3. Be under the Facility's supervision and control.
4. Provide appropriate uniforms when necessary.
5. Arrange transportation when necessary.
6. Obtain meals when not arranged by the Facility.
7. Provide to the Facility evidence of a physical examination and other medical tests, if required.
8. Provide to the Facility evidence of health insurance, if required.
9. Obtain prior written permission from the University and the Facility before publishing any material relating to the clinical experience.
10. Obtain medical care at own expense as needed.

5.13 EVALUATION OF CLINICAL EXPERIENCE

A. Evaluation of Your Clinical Performance

Evaluation of your clinical performance is outlined in professional course syllabi but typically consists of professional conduct, attendance, and evaluation of an assignment tailored to the needs and services of the clinical site.

Seek frequent informal input from your Clinical Instructor (CI).

Students who fail to meet the clinical education requirements and expectations, as stated in the course syllabi are subject to a failing grade in the course. Again, clinical experience expectations are outlined in each professional course syllabus.

B. Evaluation of Clinical Affiliated Sites

You will complete an evaluation form assessing the clinical experience. This form considers the facility, the orientation process, the clinical instructors, and the clinical experience. The form is presented to the Director, who reviews the contents with the Facility Coordinator of Clinical Education.

An exercise science faculty member periodically visits each student at off-campus sites to assess the student, facility and clinical instructor(s).

C. Evaluation of the Exercise Science Faculty and Clinical Instructors

Each student will be given the opportunity to evaluate the exercise science program, faculty, and clinical instructors. This evaluation will be conducted at the end of each semester and is intended to give you an opportunity to note strong areas and areas for improvement. Please remember that you can always go directly to the source. If you have a great idea, no matter how seemingly small, let someone know!
5.14 **DRESS CODE FOR THE EXERCISE SCIENCE STUDENT**

What to Wear:

1. **Acceptable Attire:**
   - S.H.U Exercise Science polo, **tucked in**; clean, functional pants or shorts; hair pulled back (unisex); clean-shaven unless mustache and/or beard is established.
   - Students may wear wind pants or pants associated with a formal warm-up suit as a substitution for chino pants.
   - Students must comply with clinical site standards for acceptable attire.

2. **Unacceptable Attire:** (You will be asked to go change, so please adhere to above!):
   - drawstring sweat suits or workout clothes
   - break-away pants
   - torn/stained jeans
   - dangling jewelry (should have no danger of catching or causing injury)
   - long fingernails (must be suitable for manual therapy)
   - tank tops
   - high heels
   - sandals (of any type)
   - unshaven facial scruff (beard/mustache not in progress)
   - tongue piercing (may interfere with CPR)
   - hats are unacceptable when working in the athletic training room. Hats may be worn outside during inclement weather.

3. Visible piercing other than ears (e.g., eye brow, nose) are discouraged because the look detracts from a professional appearance.

5.15 **GENERAL ENFORCABLES FOR EXERCISE SCIENCE STUDENTS**

1. Arrive to your clinical site on time and remain for the duration of the specified clinical rotation.
2. Adhere to guidelines for client/patient confidentiality.
3. Follow the instructions administered by clinical educators.
4. Act in a friendly, courteous manner towards clinical rotation staff, clients, and patients.
5. Adhere to specific requirements and expectations outlined in course syllabi.
6. If you have questions or reservations about the clinical site, bring them to the attention of the course instructor.

5.16 **EXPOSURE CONTROL PROCEDURES**

As a health care professional you are exposed to infectious diseases that are borne by blood and other bodily fluids. Following OSHA guidelines, Sacred Heart University and the individual clinical rotation sites have developed regulations designed to protect those who might come in contact with another's bodily fluids. It is essential that you become knowledgeable about your protection and adhere to the following rules.
A. Universal Precautions
1. Wear gloves if there is any contact or chance of contact with blood, body fluids, mucous membranes or non-intact skin. Wash hands immediately after gloves are removed.
2. Wash your hands before and after giving direct care to an athlete, particularly if contaminated with blood other bodily fluids.
3. Take care to prevent injury from needles, scalpels or other sharp instruments. Disposable syringes, needles, scalpel blades and other sharp instruments should be placed in puncture-proof containers for disposal. Do not recap, break or crush these items.
4. If you think you have been exposed to a BBP, immediately report the incident to the clinical instructor to initiate the appropriate medical care.

B. Hepatitis B Vaccine
Vaccination against the Hepatitis B virus is available to all exercise science students. All students need be vaccinated or have existing antibodies. This series of three shots provides antibody protection from the Hepatitis B virus in about 95% of healthy people. Students must show proof of immunization or elect to sign a waiver. The shots are available from the Sacred Heart University Student Health Service for a nominal fee. The first two shots are given one month apart and the third injection is given six months after the first.

The incidence of side effects from the vaccinations is very low. No serious side effects or allergic reactions have been reported during the course of clinical trials. The most common side effects that have been reported include mild soreness at the injection site, fever, and fatigue. Nausea, diarrhea, sore throats, headaches and cold symptoms have also been reported. Women who think they are pregnant should discuss whether they should receive this vaccine with their health care provider.

Most people with Hepatitis B recover completely, but approximately 5 to 10 percent become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer.
Appendix A: NATA CODE OF ETHICS

PREAMBLE

The Code of Ethics of the National Athletic Trainers’ Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve.

The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer, but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

PRINCIPLE 1: Members shall respect the rights, welfare and dignity of all individuals.

1.1 Members shall neither practice nor condone discrimination on the basis of race, creed, national origin, sex, age, handicap, disease entity, social status, financial status or religious affiliation.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the person consents to such release or release is permitted or required by law.

PRINCIPLE 2: Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and adhere to all National Athletic Trainers' Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3: Members shall accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, either directly or indirectly, their skills, training professional credentials, identity or services.
3.2 Members shall provide only those services for which they are qualified via education and/or experience and by pertinent legal regulatory process.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

**PRINCIPLE 4: Members shall maintain and promote high standards in the provision of services.**

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

4.3 Members who have the responsibility for evaluating the performance of employees, supervisees, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

**PRINCIPLE 5: Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.**

5.1 The private conduct of the member is a personal matter to the same degree as is any other person's except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.
Appendix B: Declaration of Understanding Form

Sacred Heart University
Human Movement and Sports Science Program
  Athletic Training
  Exercise Science

To: Human Movement and Sports Science Students

The following academic and clinical policies and procedures reflect the requirements of the Human Movement and Sports Science program and your respective academic major. It is assumed that all persons enrolled in the Human Movement and Sports Science program have read and accept these policies and procedures specific to the program and your major. These policies are in addition to those established by Sacred Heart University.

You will be held responsible for knowing and understanding the contents of this document. If there are issues or items that are not clear to you, it is your responsibility to seek clarification from the HMSS Program Director.

Review this manual and keep it throughout your tenure in the Program. Please sign this face sheet to acknowledge receipt of this document, and return it to the Program Director immediately.

Any updated information or additions will be given to you as necessary

Tim Speicher
Director, Human Movement and Sports Science Program

Signed: ___________________________ Date: ________________

Print Name: ___________________________

Witness: ___________________________ Date: ________________

Print Name: ___________________________
Appendix C: PHOTOGRAPHIC CONSENT AND RELEASE FORM

I hereby authorize SACRED HEART UNIVERSITY, INCORPORATED, Fairfield, Connecticut and those acting pursuant to its authority to:

(a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium.
(b) Use my name in connection with these recordings.
(c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet/WWW) these recordings for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of the University. I have read and fully understand the terms of this release.

Name: ________________________________________________________________

Address: __________________________________________________________________
Street
City __________ State

Zip

Phone: __________________________________________________________________

Signature: ___________________________ Date: ___________________________

Parent /Guardian Signature (if under 18):

_____________________________ Date: ___________________________
Appendix D: HEPATITIS B VACCINE FORM

Sacred Heart University
Human Movement and Sports Science Program
Athletic Training
Exercise Science

Hepatitis B Vaccine

Student Name: ______________________  Student ID: ______________________

Address: ____________________________________________________________

____________________________________________________________________

____________________________________________________________________

Phone: ______________________  Email: ______________________

Documentation of Vaccination

__________ I initiated the vaccination series and attached is the documentation.

__________ I received the vaccination and attached is the documentation.

_______ I decline – Read and sign the Hepatitis B Vaccine Declaration below:

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B Vaccine, however, I decline the Hepatitis Vaccine at this time. I understand that by declining this vaccine, I continue to be at risk for acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with the Hepatitis B Vaccine, I can receive the vaccination at that time.

Student Signature: ______________________  Date: ______________________