



Doctorate in Athletic Training
Indiana State University



Indiana State University – Department of Applied Medicine and Rehabilitation

Post Professional Doctorate in Athletic Training Program

Policy and Procedures Manual

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WELCOME

Welcome to the Post-Professional Doctorate in Athletic Training (DAT) Program at Indiana State University (ISU). Thank you for undergoing the rigorous application process and embarking on this journey with us. We have developed a curriculum to help you develop into a strong, scholarly practitioner through advanced theory and clinically-relevant experiences. Further, we encourage you to take pride in our internationally recognized athletic training education programs. We are proud of our illustrious alumni who are vast in number, qualifications, and successes and we look forward to the moment when you join them.

The mission of the clinical Doctorate in Athletic Training (DAT) Program is to develop clinical scholars with knowledge, skills, leadership, and innovation needed for the delivery of advanced patient care and instruction of Athletic Training. We are proud of our tradition of excellence and are dedicated to inclusiveness, community engagement, and creating an engaging, challenging, and supportive learning environment. Our graduates will not only be advocates for patients and the profession of Athletic Training, but also productive citizens of the world.

The following documents have been prepared for the purpose of defining, instituting, and establishing an effective DAT at ISU. The purpose of this manual is to inform the students, supervisors, and the Department of Applied Medicine and Rehabilitation faculty of the policies and procedures governing the DAT. The materials are fashioned to maintain safe, careful, objective care for patients and to dispense for quality instruction in the DAT.

Please [SIGN HERE](#) to acknowledge you have read and understand the DAT Policies and Procedures Manual, that you agree to abide by all policies found therein, and that you understand if you fail to uphold this agreement that you may be disciplined in accordance with program policy.

INTRODUCTION

Indiana State University's Post-Professional Athletic Training Program was founded in 1972 and is one of the oldest graduate athletic training programs in the United States. Post-Professional athletic training education at Indiana State University is internationally recognized for excellent research and alumni who are active in the Athletic Training profession. Most recently the post-professional program has transitioned to the doctorate level.

Our program helps students synthesize evidence and advance their clinical practice with a holistic approach to patient care. An integrative model of healthcare helps our students assimilate information about prevention, diagnosis, intervention, and administration to help their patients' progress from initial screening through return to participation.

Although students develop skills for teaching in the classroom, our focus is to develop skilled and effective clinical mentors and practice leaders for the Profession. While serving as a role model, our students will utilize effective teaching techniques to guide patients, peers, collaborators and supervisors toward healthcare delivery that is evidence-based and interprofessional.

Our responsibility to the Profession is to measure our practice performance through outcomes assessment and quality improvement. Our graduates will be able to respond to clinical challenges facing Athletic Training through their preparation and training. In this endeavor, our program contributes to the advancement of our Profession, not only through the production of scholarship but also through the cultivation of life-long learners.

Program Faculty and Administration

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MISSION

Indiana State University Mission Statement

We transform the lives of students through a high-quality education infused with experiential learning, community engagement and career-readiness. Our students succeed within a culture of inclusion and support that provides the skills and knowledge to impact Indiana and beyond.

College of Graduate and Professional Studies Mission Statement

The College of Graduate and Professional Studies facilitates student and faculty teaching, research, scholarship, creativity, and community engagement. The School provides leadership in quality graduate program development and the recruitment, education, and professional preparation of students throughout Indiana and the world.

College of Health and Humans Services Mission Statement

The College fosters student excellence and develops productive citizens who function as skilled health and human services professionals to improve the health and wellbeing of the communities we serve. We exemplify teaching, scholarship, service, and community engagement through health initiatives, innovative thinking, and lifelong learning.

Applied Medicine and Rehabilitation Department Mission Statement

The mission of the Department of Applied Medicine and Rehabilitation is to provide excellence in interprofessional preparation / practice of collaborative healthcare and wellness. The department supports the development of productive citizens through mentorship in the quest for new knowledge and research, community engagement, clinical experience, service learning, and progressive comprehensive health care.

Post-Professional Athletic Training Education Program Mission

The mission of the clinical Doctorate in Athletic Training (DAT) Program is to develop clinical scholars with knowledge, skills, leadership, and innovation needed for the delivery of advanced patient care and instruction of Athletic Training. We are proud of our tradition of excellence and are dedicated to inclusiveness, community engagement, and creating an engaging, challenging, and supportive learning environment. Our graduates will not only be advocates for patients and the profession of Athletic Training, but also productive citizens of the world.

CORE COMPETENCIES

The athletic trainer's post-professional preparation is based on developing students' knowledge, skills, and abilities, beyond the professional level, as determined by the Commission. Post-Professional athletic training degree programs incorporate core competencies required for advanced clinical practice. The Post-Professional core competencies are listed and defined here:

- Patient-Centered Care
 - Competency in patient-centered care relates to the athletic trainer's ability to serve as an advocate for a patient's best interests, to educate the patient about health-related concerns and intervention options, to recognize any conflict of interest that could adversely affect the patient's health, and to facilitate collaboration among the patient, physician, family, and other members of the patient's social network or healthcare system to develop an effective treatment plan that includes agreed-upon implementation steps, short-term goals and long-term goals.
- Interprofessional Education and Collaborative Practice
 - Competency in interprofessional education and collaborative practice relates to the athletic trainer's ability to interact with other health professionals in a manner that optimizes the quality of care provided to individual patients.
- Evidence-Based Practice
 - Competency in evidence-based practice relates to the athletic trainer's ability to integrate the best available research evidence with clinical expertise and consideration of patient values and circumstances to optimize patient outcomes.
- Quality Improvement
 - Competency in quality improvement relates to the athletic trainer's recognition of the need for constant self-evaluation and life-long learning, and it includes the ability to identify a quality improvement objective, specify changes that are expected to produce an improvement, and quantitatively confirm that an improvement resulted from implementation of the change (e.g., improved patient outcomes from administration of a specific intervention or utilization of a specific protocol).
- Healthcare Informatics
 - Competency in the use of healthcare informatics relates to the athletic trainer's ability to: 1) search, retrieve, and utilize information derived from online databases and/or internal databases for clinical decision support, 2) properly protect the security of

personal health information in a manner that is consistent with legal and ethical considerations for use of such data, including control of data access, utilization of patient identity coding, de-identification of aggregated data, and encryption of electronically transmitted data, 3) guide patients to online sources of reliable health-related information, 4) utilize word processing, presentation, and data analysis software, and 5) communicate through email, text messaging, listservs, and emerging modes of interactive electronic information transfer.

- Professionalism
 - Professionalism relates to personal qualities of honesty, reliability, accountability, patience, modesty, and self-control. Competency of professionalism is exhibited through ethical behavior, a respectful demeanor toward all persons, compassion, a willingness to serve others, sensitivity to the concerns of diverse patient populations, a conscientious approach to performance of duties, a commitment to continuing education, contributions to the body of knowledge in the discipline, appropriate dress, and maintenance of a healthy lifestyle.

POINTS OF DISTINCTIVENESS

Points of distinctiveness are areas of primary focus within the program. Our aim is that each graduate of the program will excel within these areas at the time of graduation. The points of distinction are threaded throughout the courses in the curriculum and have associated measurable outcomes linked to course assignments and activities.

1. **Advocacy, Education, and Leadership** – Students will demonstrate advocacy, educational, and leadership skills for the advancement of the profession.
2. **Integrative and Inclusive Health Care** – Students will engage in a comprehensive, whole-body approach to the prevention, evaluation, and treatment of injuries and illnesses of the physically active. Students will also demonstrate inclusive, patient-centered care health care for all.
3. **System-Level Outcomes and Improvement** – Students will demonstrate the ability to measure and evaluate individual and systems-level clinical practice with the aim of contributing to the professional body of knowledge through practice-based research.

ADMISSIONS

Admissions requirements and application instructions are available on the [program website](#).

DEGREE REQUIREMENTS

Doctorate in Athletic Training

<i>Clinical Skills (24 credits)</i>	Credit Hours
ATTR 710 Integrative Health	3
ATTR 712 Clinical Scholarship	2
ATTR 720 Evidence Based Integrative Care I	3
ATTR 810 Evidence Based Integrative Care II	3
ATTR 830 Evidence Based Prevention Interventions	3
ATTR 872 Innovations in Collaborative Health Care	1
ATTR 875 Applied Pathophysiology for Patient Care	1
ATTR 820 Manual Therapy I	3
ATTR 840 Manual Therapy II	4
<i>Clinical Education (4 credits)</i>	Credit Hours
ATTR 755, 756, 855, 856 Clinical Experience in Athletic Training I, II, III, IV	1 (each)
<i>Leadership and Education (10 credits)</i>	Credit Hours
ATTR 725 Athletic Trainer Educator	3
ATTR 726 Administration of Health Care	3
ATTR 847 Intersectionality and Inequity in Healthcare	3
ATTR 860 Transforming Systems Through Quality Improvement	2
<i>Research (19 credits)</i>	Credit Hours
ATTR 691 Research Methods in AMR	3
ATTR 713 Outcome Assessment in Health Care	3
ATTR 811 Advancing Practice Through Quality Improvement Principles	3
ATTR 871 Health Information Technology	1
ATTR 798 Research Project (2 credits repeated 3 times)	6
AHS 604 Research Design and Data Analysis in HHP	3
Total:	57

** Specific [curriculum sequencing](#) is provided on the Program Website.

COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES POLICIES

The College of Graduate and Professional Studies (CGPS) provides a series of institutional policies that are relevant for students in the DAT. Please click on the links below to access the most up to date policies that are relevant to enrollment in the program.

- [Academic Standing](#)
- [Procedure for Dismissal Appeal](#)
- [Continuous Enrollment](#)
- [Course Repeat Policy](#)
- [Grading](#)
- [Grade Appeal](#)
- [Retention](#)
- [Withdrawal](#)*

*Students choosing to withdraw from the University should follow the [Guidelines for Resignation of the Graduate Assistantship](#) articulated by the CGPS.

ALL policies outlined within the graduate catalog govern students enrolled in the DAT. Students are responsible to be aware of these policies and by signing to acknowledge reading of this handbook, students are equally acknowledging they have read and understand the CGPS policies.

DAT PROGRAM POLICIES FOR PROGRESS TOWARD DEGREE, RETENTION, AND ACADEMIC STANDING

Students must earn a C or better in all curricular classes. Students who earn a failing grade in coursework will be subject to a period of program suspension. Because courses are only offered once per year (with the exception of AHS 604[†]), the student will not be permitted to progress in the program until the failing course is repeated successfully (grade of C or better). This means that the student MAY NOT continue in the program until the course is retaken when the course is offered ONE YEAR later (except in the case of AHS 604, which is offered in the next semester[†]). *†In the event a student does not successfully complete AHS 604 with a C or better, they MUST enroll to repeat the course in the next available semester of the program (Summer 2). Students MUST successfully complete AHS 604 before the second Spring semester of the program.*

All students placed on academic probation MUST develop an academic remediation plan with their academic advisor. Academic probation for the DAT program is defined as a cumulative GPA of less than 3.0. This is consistent with the College of Graduate and Professional Studies standard. Students may continue in

the program for two consecutive semesters after being placed on academic probation. Students MUST demonstrate an improved cumulative GPA over each semester on academic probation. At the end of each semester, the program faculty will review the student's academic record and make a decision regarding retention in the program. Failure to demonstrate progress will lead to academic dismissal after the second consecutive semester on academic probation. In the event the program wishes to remove a student for reasons, other than academic, the program will follow the Guidelines and Procedures for the Removal of a Student from an Academic Program for Reasons Other than Academic Performance. In the event the program's decision is inconsistent with the CGPS, the program decision will be shared with the Department Chairperson and Dean/Associate Dean of the CGPS. Students MUST graduate with a cumulative GPA of 3.0. In the event a student has not earned the necessary cumulative GPA, he/she/they should consult with the Program Director to remediate the deficit.

Guidelines and Procedures for the Removal of a Student from an Academic Program for Reasons Other than Academic Performance

The following procedures have been developed in an effort to standardize administrative processes associated with the removal of any graduate student from a program. As such, all requests will be handled by the College of Graduate and Professional Studies using the following process which replaces all informal or ad hoc procedures deployed by the home colleges. Additionally, the process described below is intended to reduce redundancies and uncertainties associated with varying processes that exist across campus.

Step 1. Programs seeking to remove a student from an academic program should consult the dean of College of Graduate and Professional Studies prior to taking any formal action at the department or program level.

Step 2. Following consultation with the dean and if removal is deemed appropriate, the program will inform the student in writing of their status. The written notification must clearly indicate that the student is eligible to appeal to the Graduate Council Appeals Committee for an exception pursuant to catalog copy. The notice must clearly indicate that all appeals must be submitted no later than five (5) business days of notification by the department or program to the Associate Dean of College of Graduate and Professional Studies. Once the student has been informed, the program will forward a brief memorandum to the Dean of College of Graduate and Professional Studies from the Department Chairperson and co-signed by the program director outlining the issues or violations and, where applicable, documenting that remediation attempts have been unsuccessful. When and where safety issues are a concern and remediation may not be practical,

the specific incident must be documented by a site supervisor, instructor of record or similarly positioned individual with standing. The student's official notification from the program (i.e., intent to remove) should also accompany the memo to the College of Graduate and Professional Studies along with any relevant documentation.

Step 3. After five (5) business days, and only if no appeal has been filed (see Step 4), the Dean of the College of Graduate and Professional Studies will issue a memo to the student and appropriate offices including Financial Affairs, Registrar, and the academic program of the effective date and action. Students will be removed from the program for the following term, but not the university per se. In these cases, the students will be assigned "Non-degree: Unclassified" status for all future terms and a hold will be placed on the student's account in Banner by the College of Graduate and Professional Studies.

Step 4. If an appeal is submitted by the student within five (5) business days, the committee will be charged with reviewing the case as soon as possible and all associated documentation has been provided. As outlined in Step 3, the Dean of the College of Graduate and Professional Studies will communicate the committee's decision to all parties.

Reinstatement Procedure

A student who has been dismissed from the DAT for academic failure, may request a review for reinstatement. The written request for reinstatement should be addressed to the Program Director. If the dismissal is for academic performance, a Plan of Improvement must be included with the request. The DAT Core Faculty will determine reinstatement.

Reinstatement is not guaranteed, and no student may be reinstated more than one time. A reinstated student will be dismissed upon failure of any additional required course in the program of study. Students who are reinstated must adhere to the policies, guidelines, and curriculum of the DAT program, and the recommendations of the DAT Core Faculty made at the time of reinstatement. The date of reinstatement will be determined by the DAT Core Faculty, based on space availability.

STUDENT CODE OF CONDUCT

Indiana State University requires that all students read and adhere to the *Policy on Academic Integrity*. Academic Integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The [Policy on Academic Integrity](#) describes appropriate academic conduct in research, writing, assessment, and ethics. The policy is available in the [Code of Student Conduct](#). Please take time to read this on your own. Cheating is not allowed on quizzes, exams, and writing assignments. The use of any material,

device, or other person to help yourself beyond your own capability is prohibited. If you see another student cheating, please inform the professor immediately. Discipline for violating the academic integrity policy will be decided on an individual basis using the academic integrity policy. The penalties can be severe and include: failing the assignment, failing the course, referral to Student Judicial Programs to face formal conduct charges. Students found in violation may be suspended or expelled and can have a permanent notation affixed to the official transcript indicating that an academic integrity violation occurred. Students are urged to discuss questions regarding academic integrity with instructors, advisers, or with the associate deans.

GRIEVANCE POLICY

All student grievances should be formally filed following the University [Student Grievance Policy](#).

RESEARCH

Research, much like the Points of Distinctiveness are thread throughout the academic curriculum. Several research application assignments (discussion, Evidence-to-Practice Review, poster/oral presentation, case study, etc.) are required within regular coursework, in addition to the ATTR 798 Research Project courses. These activities are intended to cultivate strong scholarly practitioners, capable of consuming and producing new knowledge in Sports Medicine.

Each student enrolled in the DAT must complete a series of research experiences to increase the depth of knowledge in specific areas of interest. Early in the curriculum, students are exposed to various research methods and the critical analysis of current research. As the student develops through the program, they will work on several group or individual projects, which will be facilitated by DAT core of affiliated faculty using the [research contract](#). [Research contracts](#) will serve to supplement the syllabus for ATTR 798 courses and will be used to measure student progress toward project completion.

Research Projects

The research projects and experiences are intended to be flexible, based on students' needs and program resources. Projects can be completed by one to three students working together and must be facilitated by DAT Core faculty.

Dissemination

At least one research experience should be submitted for presentation at the University Exposium for

Student Research and Creativity each March, or for state, district or national conferences (i.e., IATA, GLATA, NATA, ACSM, etc.). Students will be required to submit their research project for publication prior to graduation. The specific date for submission will be determined in ATTR 798 Research Project III course. Within the [research contract](#), students and faculty agree upon authorship order and a timeline prior to embarking on the project. Although the contract may evolve throughout the project, this provides clear expectations for students and faculty on the future of the project. Students will have 12 months from submission of their research project to make progress to publication. If no progress has been made in 12 months, the faculty advisor will decide the course of action for the project.

Students are encouraged to apply for funding through the College of Graduate and Professional Studies and athletic training professional associations to fund their research.

Research Laboratory

A research laboratory has been associated with the Post Professional Athletic Training Program for over 30 years. The Neuromechanics, Interventions and Continuing Education (NICER) lab is located in the basement of the Sycamore Wellness and Applied Medicine Center on Indiana State University's campus (room A-15) and is part of the larger Applied Medicine Research Center. Graduate students may use the space to data collect for their respective research projects. While using the space they are expected to follow the policies and procedures provided in the [handbook](#).

POSITION DESCRIPTIONS

Program Director

The role of the program director is as a coordinator/director of a program(s) in the department. Program directors can receive between 25% - 50% release time as per indicated in accreditation materials. General responsibilities include:

- Lead curriculum development and maintenance
 - Recommending appropriate curricular changes, seeking approval, and dissemination of information to faculty and students
 - Communicating program expectations, particularly related to content and course delivery
 - Advise students with curricular planning (through a program of study) and matriculation to graduation
- Serve as an advisor to the chair on programmatic issues
 - Recommend program needs (resources, equipment, travel, accreditation support)
- Facilitate admission to program

- Serve as liaison between discipline committee and faculty teaching within the program
- Serve as a representative to the program on various departmental and college (if appropriate) committees
- Administer and maintain program accreditation, including:
 - Application
 - Annual reports
 - Fee payments
 - Self-study (when appropriate)
 - Substantive change (if/when appropriate)
 - Assessment
 - Graduation rates
 - Publication rates
 - Time to graduation
 - Employment rates
 - Student records
 - Employment facilitation (if appropriate for graduate assistantships)
- Collaborate with the Director of Clinical Education in the delivery of clinical experiences and employment
- Collaborate with administration, medical director, and clinical supervisors
- Direct an advisory board

Director of Clinical Education

The role of the Director of Clinical Education is as a coordinator of the clinical education component of the program within the department. General responsibilities include:

- Procure and manage clinical contracts
- Assist in facilitating admission to the program
- Collaborate with the Program Director in the delivery of clinical experiences and employment
- Collect and manage student professional documentation, annually
 - Certification
 - Licensure
 - Sexual Harassment Training
 - Bloodborne Pathogen Training

- Professional Liability Insurance
- Defensive Driving
- Articulate supervisor expectations annually (in person or byemail)
- Communicate with supervisors regularly
- Assist with the accreditation process
- Assess clinical education effectiveness each semester (including but not exclusively – supervisors, student performance, site viability, etc.)
- Conduct and/or collect site visit evaluations for affiliate sites (or delegate among faculty)

Medical Director

According to accreditation guidelines, the program must have a medical director that holds either a MD or DO credential in the state. The medical director serves as a resource and medical content expert for the program.

Clinical Supervisor

Clinical supervisors serve as the primary source of support for each doctoral student. General responsibilities include:

- Provides orientation for the doctoral student, if applicable.
- Provides doctoral students with clinical experiences as appropriate to meet the educational expectations.
- Facilitates development of doctoral student goals, a reflection and action plan.
- Appraises knowledge and growth of the doctoral student.
- Maintains communication with the faculty as needed; discusses/evaluates doctoral student progress.
- Notifies faculty about areas of concern regarding doctoral student issues.

DAT Student

DAT student's positions are defined by the [BOC Standards of Professional Practice](#). DAT students are responsible for maintaining the [BOC Standards of Professional Practice](#) and following the [NATA Code of Ethics](#) (even if not a member) as members of both the academic and clinical community. Failure to abide by these standards will lead to reporting to these agencies and could lead to dismissal using the College of Graduate and Professional Studies Guidelines and Procedures for the Removal of a Student from an Academic Program for Reasons Other than Academic Performance.

PROGRAM POLICIES

Certification

All doctoral students must successfully pass the Board of Certification Exam, no later than the August test date in their first year. Clinical education is a required component of continued enrollment in the DAT program and maintaining certification is required of all students. Failure to obtain and maintain certification will result in removal from the program.

State Credentialing

Students must meet state requirements for credentialing no later than August in their first year. Clinical education is a required component of continued enrollment in the DAT program and maintaining state credentialing is required of all students. Failure to obtain and maintain state credentials will result in removal from the program.

Fees

Students are responsible, by University policy, for a program fee each semester. The fee is intended to cover the cost of program expenses. Student fees are estimated based on current University costs and are subject to change. Students should anticipate approximately a cost of \$995-\$1210 per semester (\$55-60 fee/credit, \$350 program fee, and \$50/course hybrid education fee x3-4 courses= \$150-200).

Additional Costs

Students MUST purchase personal professional liability insurance each year OR MUST show proof of insurance through employment. The University provides liability insurance for the student while engaged in clinical experiences, about 20 hours a week, while enrolled in classes. If the student is not enrolled in classes for some reason or fluctuates above 20 hours, they would not be covered by the University Risk Management Policy. Therefore, each student is strongly encouraged to purchase their own liability insurance (≈\$60-200). Liability insurance can be purchased through any vendor; however we suggest using [HPSO](#).

Students are also strongly encouraged to become or maintain NATA membership while a graduate student at ISU. The Program Director will submit a letter at the beginning of each academic year with the names of all students within the program to the NATA. Once the NATA receives this letter, each student will be given “student-certified” status and will be eligible for cost savings. When possible, the program will assume these costs to assist in student expenses.

Scholarship Opportunities

Indiana State University offers multiple scholarship opportunities for students, and we are grateful to be able to offer athletic training scholarships to students in the DAT program. Below is the list of scholarships that DAT students may receive based on academic and clinical performance within the program. Scholarships are awarded based on faculty review of student performance, dedication, and need.

Ray Baggett Memorial Scholarship

- This scholarship was created in memory of Ray S. Baggett, Assistant Professor Emeritus of Physical Education and athletic trainer at Indiana State University from 1968-1979. He both worked as an educator and clinician at Indiana State during his time as a Sycamore. To be eligible for this scholarship, students must (1) be a degree-seeking student in the Athletic Training program, (2) demonstrate financial need, as determined by the Office of Financial Aid, (3) be one of the top 5 students as measured by the combined scores of all completed clinical evaluations of students (or equivalent).

Z. M. Blickenstaff Athletic Training Scholarship

- This scholarship was created in memory of Z. M. “Mel” Blickenstaff, 1962-1978. Mel was both a clinical athletic trainer at Indiana State and the founder of the athletic training education program at ISU. He was inducted to the NATA Hall of Fame in 1978 and to the ISU Hall of Fame in 1982. To be eligible for this scholarship, a student must be in good academic standing and enrolled full-time with a major in Athletic Training.

David H. Perrin Graduate Athletic Training Scholarship

- This scholarship was created in honor of David H. Perrin, an alum of ISU athletic training (Class of 1977) and a major contributor to the profession. David Perrin was inducted to the NATA Hall of Fame in 2003, is a fellow of the NATA, American College of Sports Medicine and the National Academy of Kinesiology, and a recipient of the NATA Research and Education Foundation Lifetime Contribution Award. To be eligible for this scholarship, students must (1) be an athletic training graduate student at ISU and (2) a graduate student who will help to enhance the diversity of the athletic training profession.

More information about these scholarships, as well as other scholarships available at ISU, can be found at [The Branch](#) or accessible through The Branch app in your [Student Portal](#).

Student ID Card

Student IDs are not required for students, but they are recommended for graduate assistants. Students may obtain a Student ID from [Traffic and Parking Services](#).

Clinical Evaluation

Clinical supervisors will complete an evaluation of the doctoral student each semester. Supervisors are expected to discuss the evaluation in person and the evaluation returned to the Program Director (electronically).

In addition, the Program Director or Director of Clinical Education will evaluate each clinical site once per year. This evaluation serves to gauge the professional relationship between the doctoral student, site supervisor, colleagues, students, etc. Faculty are expected to discuss the evaluation in person, both parties sign, and the evaluation returned to the Director of Clinical Education.

These evaluation tools contribute to the overall determination of professional conduct in the retention of doctoral students.

Clinical Hours

Doctoral students are expected to participate in clinical education throughout the course of their enrollment in the program, regardless of a role/position. Students enrolled in ATTR 755/756/855/856 are expected to accrue approximately 200 hours of clinical experience per semester. Employment should follow [federal](#) and state guidelines. In the event a student has an issue within the clinical education component of the course work, they MUST consult with the course instructor AND/OR the Director of Clinical Education. Clinical education issues should be discussed among the faculty to assist students in managing their employment and clinical care responsibilities.

Social Media

Indiana State University's DAT is dedicated to creating Athletic Trainers for life by developing leaders through education, academic achievement, diversity, and community service in pursuit of personal excellence. All doctoral students should recognize that as a representative of our institution they are held to a high standard of behavior. ISU students are not restricted from using social media sites. However, students must understand that any content they make public – regardless of privacy settings – via social websites is expected to follow acceptable social behaviors and also to comply with federal, state, National Collegiate Athletic Association (NCAA), National Athletic Trainers' Association (NATA), and Indiana State University Department of Applied Medicine and Rehabilitation, rules and regulations.

Social Media Guidelines

- Understand and follow the rules of each particular social media site.
- Do not post anything private, confidential, or sensitive.
- Do not post comments that attack an Athletic Training student, Graduate Assistant Athletic Trainer, Faculty, Staff Athletic trainer, student-athlete, coach, or athletic administrator from any institution.
- Do not post information, photos, or other representations of sexual content, harassing language, inappropriate behavior or items that could be interpreted as demeaning or inflammatory.
- Do not post information, photos, or other representations of athletes (receiving care from an Athletic Trainer, Physician, Nurse, or any other medical professional).
- Do not comment on student-athlete injuries, playbooks, rosters, officiating or any other team information that should remain confidential.
- Remember the Internet is permanent. Even if you delete something on the Internet, it still exists.
- Remember many different audiences will see your posts, including fans, alumni, children, students, student-athletes, parents, staff, faculty, etc.
- Be honest, respectful, and positive.
- Be professional and polite.
- Be accurate. If you make a mistake, own up to it and correct it quickly.
- Do not post anything that you would not speak about openly in a work place or public, such as comments on drug use, sexual humor, skin color, or ethnic slurs.
- Do not post when your judgment is impaired in anyway.
- Use the privacy/security settings made available on social media sites.

Social Media Policy Violation

Disciplinary action will be determined at the discretion of the core faculty and may result in one or more of the following:

- Meeting with your supervisor, the DAT Program Director, and/or the Dean of Students.
- Requiring removal of the unacceptable content
- Deactivating the social media profile
- Temporary or indefinite suspension
- Dismissal from the DAT

Technology Requirements

Indiana State University's DAT is an online distance program, you will need access to a reliable computer

with internet access. To access the course, please log into [Canvas](#) using your Student ID and password. Do not access Canvas through the MyISU Portal; if you do, your access may get timed out, and you will likely lose some of your work! You are expected to log in to Canvas at least three times a week, and you must check your [Indiana State email](#) at least every other day in order stay current and avoid missing any important announcements or other correspondence. Your computer should meet the [MINIMUM requirements](#) as stated by ISU Office of Information Technology. In general, your computer should be able to:

- Access the internet
- Record a video
- Edit and upload a video or document to the internet
- Use office productivity software (such as Microsoft Office)
- Reliably connect to video conferencing platforms (such as Zoom or Microsoft Teams)

You should also have access to the following software and hardware:

- Antivirus Software (free download on the [OIT website](#))
- [Firefox](#) (free download)
- [Internet Explorer](#) (free download) - If you cannot access something in Firefox, try IE (or another browser) before contacting your professor or Indiana State's OIT Help Desk.
- [Java](#) (free to download)
- Microsoft Office (free download on the [OIT website](#))
- Video editing program (such as [Windows Movie Maker](#) or iMovie)

Academic Calendar

All DAT courses will be aligned with [Indiana State University's Academic Calendar](#). Dates for DAT focused, intensive learning weekends will be communicated one semester in advance. In the event a non-traditional course semester will be used, dates of the semester will be communicated to students within registration and advising emails in the semester prior to course delivery.

Academic Honesty

The [ISU Code of Student Conduct](#) defines plagiarism as follows:

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another. It also includes the presentation of the work, ideas, representations, or words of another without customary and proper acknowledgment of sources. Students must consult with instructors for clarification in any situation in which documentation is an issue. Students will be considered to have plagiarized whenever their work is not properly documented.

Academic integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The [Student Guide to Academic Integrity](#) describes appropriate academic conduct in research, writing, assessments, and ethics.

Academic dishonesty is not tolerated at Indiana State. The penalties can be severe and include: failing the assignment, failing the course, and referral to Student Judicial Programs to face formal conduct charges. A student found in violation may be suspended or expelled and can have a permanent notation affixed to the official transcript indicating that an academic integrity violation occurred. Students are urged to discuss questions regarding academic integrity with instructors, advisors, or with the academic deans. A great resource to help you avoid plagiarism is the [Plagiarism Tutorial](#) offered by Indiana States' Cunningham Memorial Library.

Communication

Understand that the program faculty are not on-call 24/7. You can expect responses to your inquiries based on the following guidelines:

- Emails must be sent using your ISU email account (associated with Canvas and your ISU portal). Emails that are sent using non-ISU accounts are automatically funneled by the email program into the junk folder, which is very rarely checked.

- You should check your ISU email daily to stay current and avoid missing any important announcements or other correspondence. Missing important communications may jeopardize your success in the course. To email your instructors or classmates, you can also access the Send Email feature through Canvas via the Inbox button.
- Emails to the instructor will be answered in 48 hours; emails are not likely to be answered during the weekend or on holidays. Further, emails pertaining to assignments or homework-related questions should be sent prior to Friday at 12pm. Emails sent after this time should not expect a response until Monday at 8am.

On-Campus Face-to-Face Experience

For 4-5 days per semester (in June/July, November/December, and April/May) students will come to campus for the “residential” or face-to-face experience. Attendance at the intensive learning weekends is mandatory, unless extenuating circumstances occur. Absence may require coming to campus at another time to make up the work.

GRADUATE ASSISTANTSHIP

Some students in the DAT are employed by the program in Graduate Assistantships. The Admissions Committee carefully considers each interested student and collaboratively decides assistantship assignments during the admissions process, in consultation with internal and external partners. Decisions are based on certification status, past experiences, areas of needed growth, and student preference (when possible). For assistantships facilitated by Indiana State, all clinical supervisors and faculty are asked to evaluate candidates during the admissions process and are able to provide input on acceptance and assignments.

Upon arrival, the Program Director will provide the student sufficient introductory information regarding the assignment and will make arrangements for introductions to supervisors. Assistantships are 1-year renewable positions, dependent upon funding.

Retention of the Graduate Assistantship

All assistantship positions are for 1-year renewable with a 2-year pre-determined placement. Renewal of graduate assistantship is dependent upon academic eligibility, certification status, and professional conduct.

To maintain a graduate assistantship, students must maintain progress toward the degree and:

1. Performance as an athletic trainer at assistantship position is evaluated at the end of each academic semester by the supervisor
2. According to the College of Graduate and Professional Studies policy failure to obtain the 3.0 grade average each semester of the appointment will necessitate termination of the assistantship/fellowship at that time. Students must enroll in a minimum of nine hours of graduate course work each semester or six hours during the summer period.
3. The Department of Applied Medicine and Rehabilitation reserves the right to remove Graduate Students from their assistant position in accordance with the College of Graduate and Professional Studies guidelines.
4. Unsatisfactory performance of the assigned duties (which includes but is not limited to the clinical assistantship, attendance at meetings, orientation, regularly scheduled meetings with faculty supervisors and research chairs, etc.) of a graduate assistantship is grounds for termination of the appointment at any time at the discretion of the department. If, one month after notice of unsatisfactory performance, improvement has not been made to the satisfaction of the department, the appointment will be terminated.
5. Failure to abide by the [BOC Standards of Professional Practice](#) and following the [NATA Code of Ethics](#) during any and all DAT activities may result in termination. Accommodations or replacement may be possible, but not guaranteed. Department commitments for stipends and tuition waivers will be absolved. Punctuality, dependability, professional communication with coaches, patients, athletes, and supervisors.

Criminal Background Checks and Fingerprinting

Athletic trainers are qualified healthcare professionals who serve the public. The state of Indiana requires that all athletic trainers go through a criminal background check/fingerprinting process prior to receiving state licensure. As a graduate assistant, you will be required to obtain state licensure in Indiana. Indiana State University and the Department of Applied Medicine and Rehabilitation reserve the right to evaluate national criminal background check reports to determine the severity of the offense and potential endangerment to the public and ISU affiliations. Students who pose a clear threat to the safety and security of the public, ISU, or ISU affiliations and/or whose convictions are deemed to impede their ability to perform specified requirements

of their Graduate Assistantship may be disqualified from the assistantship. Students may appeal Department decisions in writing. This policy shall not be used to discriminate against students based on race, ethnicity, gender, sexual orientation, religion, or political identification.

All students are asked to self-report any change in conviction status, similar to that which is required when renewing state licensure, to the program. Changes in conviction status must be reported within 48 hours. Failure to report will be indicative of a violation of the [BOC Standards of Professional Practice](#) and following the [NATA Code of Ethics](#). Students will be reported to the appropriate professional agencies and the program will follow the Guidelines and Procedures for the removal of a Student from an Academic Program

Confidentiality

Criminal histories shall be considered confidential, whether self-disclosed or provided by a third-party. Documentation related to criminal background checks will be maintained with the student's file in a secure location. This information is considered confidential and will only be released to agency affiliate directly responsible for the student's employment. The student may review this information by requesting a review of the file; photo identification must be produced at the time of the request to obtain access to the file.

Procedures

I. National Criminal Background Check

Graduate assistants must be licensed athletic trainers in the state of Indiana, and as such must undergo both a criminal background check and fingerprinting as per state licensing policy.

II. Evaluation of Criminal Offenses

If necessary, criminal offense reviews will be conducted by the Program Director. Criminal background information on applicants, *absent applicant names*, shall be forwarded from the Program Director to the Department Chair in the event further evaluation is necessary. The Program Director shall be responsible to share the information with the Athletic Training Student and Policy Affairs Sub-Committee.

A. Decision-rules:

- a. If there are no items of a felony nature reported or offenses that may endanger the public, an applicant shall be considered qualified for his/her/their assistantship at ISU.

- b. If items of a felony nature or offenses that endanger the public are reported,
 - i. The Athletic Training Student and Policy Affairs Sub-Committee shall use the attached “Guidelines” to determine the applicant’s qualification for inclusion. The Program Director will communicate the result of the evaluation.
 - ii. If an applicant is “disqualified”, the Program Director shall record in the student’s file that the student may retain a position in the academic program, but are ineligible for a Graduate Assistantship.
 1. “Disqualified” students will have an opportunity to appeal the Department’s decision. The appeal must be made in writing.

Guidelines

These guidelines are designed to assist decision-makers charged with determining whether to disqualify a student for a Graduate Assistantship based on a specified felony conviction and/or offense deemed as a potential to endanger the public.

I. Disqualifying Convictions

Normally, felony convictions involving violence against others shall disqualify a student from Graduate Assistantship at Indiana State University. Felony convictions that occurred while the applicant was employed at an educational institution or in which the offenses were directed at the faculty, staff, or students of an educational institution shall also typically disqualify a student from employment at ISU. Other felony convictions may also disqualify a student if, in the best judgment of decision-makers, the conviction(s) will substantially interfere with the student’s ability to represent the Department, University, and/or Athletic Training profession, or perform expected skills and duties in clinical education settings.

II. Extenuating Considerations

The following (non-exhaustive) list of factors shall be considered in determining whether a specific felony conviction should exclude a student from an assistantship at ISU:

- a. the nature of the conviction(s)
- b. the age of the conviction(s) and the student’s age at the time of the offense(s)
- c. the pattern, if any, of multiple convictions
- d. the student’s probation/parole status

Professional Behaviors

Graduate assistants are employees of the University and oversee the healthcare of patients and education of students at the University. As such, graduate assistants are in a position of authority and

should therefore avoid conflicts of interest with students, patients, or athletic training students under their supervision. Consensual relationships between graduate assistants, patients, and/or athletic training students are prohibited. Employees found to have violated this policy may be disciplined up to and including termination from the graduate assistantship. DAT students are responsible for maintaining the [BOC Standards of Professional Practice](#) and following the [NATA Code of Ethics](#) (even if not a member) as members of both the academic and clinical community. Failure to abide by these standards will lead to reporting to these agencies and could lead to dismissal using the Procedures for the Removal of a Student from an Academic Program for Reasons Other than Academic Performance.

Stipends and Tuition Waivers

Stipends

Graduate assistants are paid a gross stipend for each academic year. Stipends are the same for each graduate student in the program, no matter the clinical assignment, and are dependent upon budgetary guidelines provided by the CGPS and AMR revenue. Stipends are delivered through Student Employment and are consistent with the pay schedule

Tuition Waiver

When possible, students with an assistantship are awarded a full or partial tuition waiver. Tuition waivers are dependent upon the number of in-state and out-state students within the program and those applying to the program. When students are awarded a partial tuition waiver, the student must pay the difference to the University. The tuition waiver does not cover university fees.

Dress Code

Graduate assistants represent the University and the DAT. While wearing ISU attire and acting as an agent of the institution, graduate assistants should represent the University, the program, and the profession with integrity should uphold the level of professionalism comparable to other health care providers.

Vacations

GAs are entitled to those vacation periods, which correspond with those of the high school or college/university. Vacation periods of the high school or college do not often correspond with the vacation

periods at the University. To make appropriate travel plans, students should check the vacation schedule at both institutions early in the fall semester.

In cases when vacation periods occur during the assignment, it is the student's responsibility to make all necessary arrangements with the appropriate personnel for substitute services. All necessary parties (immediate supervisor, program director, and involved coaches) should be informed IN WRITING at least 2 weeks prior to absences.

Sick Leave

There are no provisions for paid sick leave associated with graduate assistantships at ISU. Students should check with the administrative personnel at the clinical assignment site to determine the specific sick leave policy. Arrangements for a substitute athletic trainer should be made with the supervisor or the Program Director. Please make every effort to work with the supervisors in making allowances for sick leave when needed in order to avoid spreading the illness to others at the institution.

During the course of the academic year, if the GA develops an active communicable disease, they are relegated to the following policies to protect athletes/patients and other personnel from contracting a communicable disease. GAs may return 24 hours after resolution of their symptoms. Please consult with your personal health care provider for additional guidance. Symptoms that should prompt evaluation for classroom and workplace fitness include but are not limited to:

- a. acute phase of an upper respiratory infection
- b. acute sore throat
- c. fever over 100.5 F°
- d. vomiting within the previous 24 hours
- e. acute phase of mononucleosis
- f. bacterial sinus infection
- g. conjunctivitis
- h. antibiotic treatment for less than 48 hours
- i. open wounds/infectious skin disorders that are uncovered and/or unmanaged
- j. student suffering from any condition in an infectious state
- k. Acute phase or incubatory phase of viral diseases, such as influenza or COVID-19 or its variants

The athletic training staff, preceptors and educators reserve the right to excuse any student for the day that may place athletes/patients, staff or student at risk of a communicable disease. Athletic training students must wash hands before and after contact with an athlete/patient regardless of any infectious disease state.

Driving

On-Campus Assistantships

At different times throughout the year, university athletes will require medical attention off site. When this occurs, GAs may be called upon to transport them in a University vehicle to the location of the physician or health care facility.

Graduate students must adhere to the following guidelines for permission to transport an athlete:

1. Must have completed the University's Defensive Driving course
2. Must have a valid driver's license.
3. Must possess automobile insurance that covers use of other vehicles.
4. Must always use a university vehicle
5. Should possess personal health insurance and professional liability insurance.

Off-Campus Assistantships

GAs with an assistantship at a high school should not drive an athlete off site to a physician appointment or medical facility. This includes minors and non-minors (high school athletes who are 18). If transportation is needed a parent, coach, or ambulance should be used.

Confidentiality

All information regarding an athlete/patients' injury or condition is strictly confidential. Discussions should only be with health care providers involved in the health care of that athlete/patient as outlined by the Health Information Portability and Privacy Act (HIPAA). All students are expected to complete annual HIPAA training prior to arriving for their assistantships each year.

All information regarding a student's grades or current status within a course is confidential as well. Discussions with parents or other students are not allowed. Since graduate students will act as teaching assistants each semester they are required to follow the Family Educational Rights and Privacy Act (FERPA). Students must also read the [FERPA](#) statement of understanding and complete the required training each academic year prior to helping TA a class.

PREPARATION FOR GRADUATE ASSISTANTSHIP

Payroll

At the onset of a graduate assistantship, students will be expected to provide the necessary payroll documentation.

1. A graduate assistant who has not worked for the University in the past 12 months is considered a new employee. Prior to or on the first day of employment, a new employee must go to Student Employment with the proper identification to complete the following forms:
 - I-9 Immigration form
 - Drug Free form
 - Tax Withholding forms
 - Direct Deposit Authorization
 - Confidential Data and Computer User Agreement
 - FERPA form
2. GAs are paid according to contract terms, as defined by the College of Graduate and Professional studies and according to the [biweekly pay schedules](#).

Keys

GAs are issued one key to access the Sycamore Wellness and Applied Medicine Center, when appropriate. If assigned to ISU Athletics, keys will be issued by the Director of Sports Medicine. Any keys issued to a GA must be returned prior to graduation to prevent an administrative hold on the deferment of the GA's degree. If assigned off-campus, GAs will be issued keys by the site supervisor. The keys must be returned prior to conclusion of the Graduate Assistant contract.

Parking

GAs are encouraged to acquire a student parking permit. Parking permits can be ordered online on the [Parking Services website](#).