

# Texas Tech University

## Athletic Training Program

### Student Manual

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**“You are capable, competent, and creative.....prove it”**

**- Unknown**

### **Purpose**

The purpose of this manual is to serve as a guide, for all major aspects of the Texas Tech Athletic Training Program. Please use this manual as a reference for program guidelines and weekly in-services. It might also be convenient to use this to store various information collected pertaining the field of Athletic Training.

### **Mission Statement**

Texas Tech Athletics strives for excellence by supporting the total development of the student athlete and departmental staff by providing equitable opportunities for male and female student athletes and promoting diversity throughout the athletic department.

The primary goals of the Texas Tech Athletic Training Department are to prevent athletic injury from occurring and to provide a welcoming and caring atmosphere for the evaluation, treatment, and rehabilitation of all athletic injuries that do occur.

### **Role of the Athletic Trainer**

The athletic trainer is recognized as a Allied Health Care Professional by the American Medical Association. The licensed/certified athletic trainer works under the direction of a licensed physician.

The athletic training program at Texas Tech University provides high quality, comprehensive sports medicine care for all sports related injuries and illnesses. The program's staff is comprised of community-based physicians in all specialties, working in conjunction with the athletic training staff, to meet the health care needs of Texas Tech student-athletes. After the student-athlete is evaluated by staff athletic trainers, specific plans are then followed for medical referral, treatment, and rehabilitation.

### **Role of the Athletic Training Student**

Admission to and participation in the Texas Tech Athletic Training Program is a privilege. The Athletic Training Program is unique in that it provides the athletic training student the opportunity to apply knowledge, gained in the classroom and in-services, through a variety of experiences.

Athletic training students function as representatives of the university. This role places the student in a position of notoriety within and outside the campus community. The privilege of being involved in this program carries with it a great deal of responsibility. Therefore, athletic training students are held to a high standard of behavioral expectations and ethical conduct. Athletic training students are expected to conduct themselves in a professional manner at all times that honors and complements themselves, their peers, the Athletic Training Program, and Texas Tech University.

You will be required to have a great deal of dedication and work without much credit. The time demands will require you to prioritize your activities (social, study, etc.) and maximize your time management skills. You may be expected to report before the start of school and your sport assignment may require that you work after school is out. Holidays such as Thanksgiving, Christmas, & Spring Break are unique for athletic training students compared to those of a typical student. You may be required to work weekends &/or holidays as assigned by the staff. This includes events hosted by the university or athletics department that you may not be assigned to full-time, such as conference tournaments/meets & other events.

While specific duties will vary annually, certain general responsibilities of all students are outlined. You will be held responsible for knowing your duties and performing them to the best of your ability and staff expectations.

You should take this position very seriously. The information you learn daily will determine how successful you will be in this field. Take advantage of every opportunity available to become better – volunteer your services, ask questions, carry out assigned duties, apply for summer internships, show initiative, & take time to go the extra mile. Each day you should be a better student athletic trainer than you were the day before. YOU will determine how good or bad of a student you are.

You must be dependable and loyal. Each person on this staff depends on each other to do his or her share. Be aware of duties that must be done. Make it your goal to never have to be told to do routine tasks. Do not sit idle while others work. The staff athletic trainers have an incredible amount of responsibility and it is essential that you can be depended upon to do your share.

Friendliness, sincerity, and integrity also rank high in personal qualities of the athletic training student. Take initiative and do not wait to be told to do things. You must learn to get along with peers, athletes, coaches, and staff. As you gain experience, you will gradually be given more responsibility. When you are capable, you will be put into positions in which resourcefulness, initiative, and common sense may be your most valuable resources.

Be thankful for the opportunity to be apart of this program. Be inspired by the fact that you are & will be in a position to positively impact people on a daily basis. It is easy to do the big things – make sure you do the little things right.

**Remember**....you represent yourself and Texas Tech University by the work you do. You work with Division I athletes at a Big 12 university – you have a true responsibility to its success. You “sign” your work each time you perform your duties or do a task.

**“I hear & I forget. I see & I remember. I do & I understand.”**

**-Confucius**

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**"There is always a best way of doing things."**

**Ralph Waldo Emerson**

## General Duties and Responsibilities:

Your supervising staff athletic trainer will be more specific with expectations and the daily operation of the training room. In general, though, everyone is expected to see that the following tasks are completed:

- Keep yourself and the training room clean at all times. The athletic training room is a health care facility.
- Do not leave athletes unattended.
- Learn where everything is kept.
- Never lay on the treatment/taping tables.
- Do not show favoritism.
- If you open it, close it – if you get it out, put it back. Every item has a place; please make sure everything is in its proper place.
- Report at assigned times promptly. Be ready to learn when you arrive. Take care of personal business on your own time.
- Observe athletic training room activities closely. Keep a watchful eye on any rehab. Meet the athletes & personally apply modalities.
- Do not sit.
- Ask athletes to remove shoes upon entering the training room.
- You may be required to be present for early workouts, treatments, rehabs, weekend, or extra coverage.
- Practice universal precautions to prevent transmission of blood borne pathogens.
- Learn the correct & effective application of all taping, bandaging, padding, etc. You must learn to do this with a high degree of efficiency. Always ask if you are unsure.
- Learn the correct application of modalities.
- Maintain CPR/AED/First Aid certification.
- Assist all staff & cooperate fully.
- Be familiar with daily cleaning duties and contribute your fair share. A clean & sanitary athletic training room is the responsibility of all personnel.
- Refer all significant injuries to the staff athletic trainer. This is essential. Do not overstep your limitations.
- In the absence of a staff athletic trainer, the most senior student will be responsible for maintaining the operation of the athletic training room. Always conduct yourself as if the staff athletic trainer is present.
- Familiarize yourself with game day procedures (pre & post) & carry out duties with efficiency.
- Enforce all athletic training room rules fairly & to the best of your ability. A gentle reminder will usually suffice.
- Ask questions.
- Watch & pay attention to staff & older students.
- Maintain treatment log.
- Maintain rehab logs.
- Record OTC medication dispensed.
- Respect the use of equipment & supplies. Do not be wasteful.
- Report damaged or lost equipment to the staff immediately.
- When given any coverage responsibility, give it your undivided attention.
- Be a great host. When teams leave here, make them say Texas Tech is the best host in the Big 12 conference & the nation.
- Be early & be prepared to stay late, without watching the clock.
- Run.
- Take pride in yourself & what you do. Remember, you sign your work every time you are asked to do something. You sign your work every time you work with a student-athlete.
- Above all, dedicate yourself to doing your best every day.

Strive to make this the best Athletic Training Program in the nation. Continually work to refine your skills. Strive to be the best Athletic Training Student in this program. Your actions and interactions will influence what is thought about this program and those that graduate from it. Help pave the way for those that will follow you.

## Daily Schedules:

- Report to work at assigned time.
- If you will be late or are unable to report for work, you must call & let us know. No exceptions.
- It is your responsibility to inform us, in advance, of any class/test conflict with your work schedule. You should also notify us, well in advance, if you know of some reason you will need to be gone (weddings, etc.).
- You will need to check your practice/event schedule with your staff athletic trainer before finalizing any holiday or vacation plans.
- Do not automatically assume you have the weekend, holiday, etc. off. Your assistance may be needed with another event or sport.

### **Work-Related Relationships:**

During your time as an Athletic Training Student at Texas Tech University you will encounter many opportunities to speak with, interact with, & observe other allied health professionals, coaches, & other individuals. Always represent the program, the university, & yourself in the most professional manner possible.

- Team Physicians: Our physicians are an excellent source for gaining knowledge. You will learn a great deal by watching & listening. Feel free to ask questions when the time is appropriate. All arrangements with physicians are made by the staff athletic trainers. If you are called upon to report to the doctors, be sure to give them detailed information, follow all instructions immediately & efficiently, and report to the staff athletic trainer as needed.
- Texas Tech Athletes: Treat all athletes with integrity, respect, & courtesy. Combine friendliness with professionalism. Expression of sincere interest in the athlete's welfare will help you in gaining their respect & cooperation. Exhibiting confidence, as well as proficiency in skills & basic knowledge of athletic injuries, are also key in developing your working relationship. Your relationship with athletes can be difficult because they are also your peers. Your social life has no place in the athletic training room. Student-athletes are also expected to treat you appropriately. Any disrespect by an athlete toward a student athletic trainer will not be tolerated. If a confrontation develops, consult with your staff athletic trainer immediately.
- Visiting Teams: Always be the best possible host for visiting teams. You want to be accommodating & act in a friendly professional manner.
- Other ICA Employees: While you primarily work directly for the Sports Medicine Staff, you are also working closely with other department personnel. You will have daily interaction with equipment personnel, administrators, grounds crews, video staff, media relations staff, & other departmental staff. Respect, courtesy, & cooperation should characterize your relationship with all. We all are working for a common goal. Even though our job duties may vary, we all work toward the best interests of Texas Tech University & Texas Tech Athletics.
- Coaches: This is a critical relationship. Your experience will be enhanced if you can learn to work well with coaches – now & in the future. Communication is imperative. Be relaxed & comfortable, yet professional & respectful. Never argue with a coach.
- Staff & Students Athletic Trainers: It is necessary to have a good working relationship with the staff & your fellow students. We all work together and we all help each other. You should avoid questioning or criticizing in front of an athlete or others. All criticism should be constructive and done in the appropriate place at an appropriate time. **DO NOT BECOME KNOWN AS A COMMON COMPLAINER OR A GOSSIP.** If your particular job is done, see if someone else needs help. No job is beneath anyone. Upperclassmen should be helpful to underclassmen. Upperclassmen should be GOOD leaders – not seen as bossy or condescending. Treat others as you would want to be treated.
- Romantic involvement: The general rule is that your personal life is private until it becomes an issue in the Athletic Training Program. It is strongly discouraged for athletic training students to become romantically involved with any member of the coaching staff, athletic department, &/or athletes. It is prohibited to date athletes within your assigned sport – if this occurs you will be removed from that sport & placed at another site. The athletic training room is not to be used as a dating service. If your

social life detracts from the normal operation of the athletic training room or your duties as a student, it may necessitate your reassignment & ultimately may lead to dismissal from the program.

### **Confidentiality:**

Student-athlete/patient confidentiality is of the utmost importance, particularly in athletics where there are many bystanders and interested parties. Disclosure of personal health information to another person is a violation of federal law. According to the Health Insurance Portability and Accountability Act of 1996 (HIPPA), "One who knowingly exposes individually identifiable health information to another person shall be fined not more than \$50,000.00, imprisoned for more than 1 year, or both." At no time should that confidentiality be breached. You should not disclose confidential information to anyone (media, professional scouts, roommates, parents, boyfriend/girlfriend, professors, etc.). A breach of confidentiality is grounds for immediate dismissal from the Athletic Training Program. Always refer any questions to the staff athletic trainer. What you see & hear in the athletic training room stays in the athletic training room.

### **Sport Assignments:**

First year athletic training students will be assigned to either football or track for the fall semester. The spring semester will involve rotations with most of the other sports. These rotations will be 2-3 weeks in length. This allows students to spend time with a variety of other sports, be involved with the day-to-day operation of different training rooms, and work with the other staff athletic trainers. Your first year is a probationary year. At the conclusion of your first year the staff will go over each student's evaluations and discuss things such as attitude, work ethic, participation, etc. and make a group decision on your future in the program.

For the second year, and each year after, students are assigned to a specific sport. These assignments are staff decisions.

### **Evaluation:**

As students, you will be evaluated at the end of each semester & at the end of each spring rotation. More importantly, you are constantly being evaluated while performing your daily duties - From appearance at practice/games, punctuality, attitude, ability to get along with staff/peers/athletes, communication skills, initiative, leadership, skill level, etc.

Do not be offended or intimidated by the evaluation process. Evaluations are done to help you improve and to insure the program is moving in the right direction. Please use this opportunity to ask questions, provide suggestions, & clear up complaints or misunderstandings.

Your first year in the program is a probationary year. First year students will be evaluated at the end of the first semester and following each rotation in the spring, by the staff athletic trainer(s). Please note that each staff member will have a vote in whether to retain you at the end of the year.

Upper-classmen will be evaluated at the end of each semester, by your staff athletic trainer(s).

You, as a student, will also be asked to evaluate every aspect of this program at the conclusion of each academic year. Evaluations will be turned in to the student advisor. We ask you give honest & appropriate feedback. You may choose to remain anonymous. The Athletic Training Program will review compiled comments and discuss potential changes to continue to improve this program.

*In addition to end-of-year evaluations on this program, you are encouraged to give open & honest input throughout the entire year.*

All evaluation forms can be found in the Appendix section, in the back pages of this manual.

IT IS THE STUDENT'S RESPONSIBILITY TO SCHEDULE EVALUATIONS AND TURN THEM IN TO THE APPROPRIATE STAFF MEMBER IMMEDIATELY FOLLOWING.

**Dress/Appearance:**

You should dress and conduct yourself in a professional manner at all times (training room, practices, travel, & games). You will be issued clothing at the beginning of each year and/or season. This is what you are to wear in the athletic training setting. It is your responsibility to keep clothing neat, clean, and presentable at all times. Discretion should be used when wearing this clothing outside of the athletic setting. Looking neat & professional is an important step in gaining respect of coaches, athletes, and the general public. Personal grooming must likewise be neat and clean.

Male students will not wear earrings in the athletic setting.

Male students should be clean shaven at all times.

All male and female athletic training students shall wear their hair in a manner that prevents it from coming in contact with the athlete or modalities that may be in use.

Appropriate dress code includes khakis style shorts, TTU athletic shorts, issued shirts (t-shirt or polo). You are to avoid wearing clothing with other schools names/logos, bars, bands, advertisements, etc.

Shoes shall be of an appropriate manner for the sport, practice and/or event you are assigned.

*ALL clothing should fit appropriately for this setting. Short length should be no shorter than the tips of your fingers, with arms at your side. No cut-offs or jeans.*

The staff athletic trainer, for your sport, will ultimately decide your appropriate dress.

**Internet/Social Networks:**

Information on the internet should be considered public regardless of security measures. Athletic training students should be very aware of the content posted on sites such as "My Space", "Facebook", blogs, etc. Security settings should be set to private when possible. These sites may be monitored for inappropriate content. Disciplinary action may result if you have such content on your personal "page(s)".

**Outside Employment:**

This program will require you to complete extensive afternoon, evening, & weekend hours. This will very likely interfere with your ability to hold outside employment. Students need to make financial plans prior to enrolling. Students are not prohibited from holding outside employment, but such employment MUST NOT interfere with the student's sport assignment(s) or their ability to complete coursework. You will not be allowed to miss meetings or adjust training room hours, to accommodate outside employment.

**Classes/Grades:**

You will be required to provide a copy of your class schedule at the beginning of each semester. Scheduling a class after 12 PM must have the approval of your supervising staff athletic trainer.

Your grades are a very important aspect of this program. You must take 12 hours in order to maintain full-time status and participate in the athletic training program. You are required to maintain an overall 2.5 GPA. If you fall below a 2.5 GPA you will be placed on probation for the following semester. If your GPA is not brought back up to the minimum 2.5, you will be dismissed from the program. You are also required to make at least a "B" in all athletic training courses. If you make below a "B", you will be required to repeat the course the next time it is offered. You must make a "C" or higher in both Anatomy and Physiology. These

courses must be repeated the next time offered, if you make below the required grade. There are no exceptions to these rules.

Academic support services are available to you, as an athletic training student, through the Marsha Sharp Center (806-742-0150). Available services include tutoring, computer labs, study rooms, assistance with study habits, etc.

Use of The Marsha Sharp Center is a privilege. You are to follow the rules set by their staff at all times. Misconduct will not be tolerated.

**Advising/Registration:**

Advising will be done through the Health, Exercise & Sports Sciences department. Required courses & outlines may be found online, on the Texas Tech University website, at [www.depts.ttu.edu/hess](http://www.depts.ttu.edu/hess).

Please be aware that you may be required to take additional courses for admittance into your choice of graduate school. It is your responsibility to know this information & prepare yourself accordingly.

All athletic training students are able to register on the first day of early registration.

**Study Hall:**

ALL freshmen will be required to attend a minimum of 6 hours of study hall for the entire fall semester. Hours may be adjusted for the spring semester.

All upperclassmen with a GPA below 3.0 will be required to attend 6 hours of study hall.

Any student that has below a "C" average in any class will be required to attend study hall.

You will sign in at the front desk & leave your Student ID. When you leave, you will sign out & take your Student ID. The Academic Services staff will log your hours.

Hours are logged Sunday evening thru Friday at noon.

Academic Services sends weekly reports regarding your study hall hours. Disciplinary action will be taken for those not meeting their weekly minimum requirements.

- Please plan accordingly if you know you will be out-of-town, or you have other commitments, during the week.  
**EX:** Students assigned to football will normally not be able to attend study hall on Fridays, if you play out-of-town. If there is Sunday night practice, you may not have time to go to study hall. You will need to make sure to get your hours prior to leaving for a trip, etc.
- Please see the Appendix section of this manual for the FERPA Waiver (2pp).  
You will need to complete the information & sign the two pages in order for us to track your grades/GPA. Your grades will not be disclosed to anyone other than staff athletic trainers.

Grade checks will be done regularly and study hall hours will be added to any student, as deemed necessary by staff.

Please do not view study hall as a waste of time. In order to become a great athletic trainer, a tremendous amount of knowledge must be gained. Study for classes and athletic training information, to make proper use of study hall time. We will put you in the best position to learn - TAKE ADVANTAGE OF IT & PLEASE DO NOT COMPLAIN.

### Study Hall Hours:

Sunday 5-10 PM

Monday – Thursday 8-10 PM

Friday 8 AM-12 PM

Closed on Saturday

### **In-Service:**

In-services are held to supplement your hands on/classroom education.

ALL students in the athletic training program must attend all scheduled in-services. Absences &/or tardiness will not be tolerated. Scholarship monies, dining hall privileges, & ultimate dismissal from the program could result from excessive absences or tardiness issues.

In-service will be taught weekly at 7 AM by staff, GA's, or upperclassmen. Make sure you know where your in-service will be taught. Please be familiar with the material you will cover during each in-service. You are expected to take notes & participate in any discussion.

Each in-service topic will be taught as a two part series – Week 1 will consist of lecture type instruction & Week 2 will be more hands-on &/or practice situations.

Continue to review information taught, during time with your sport/rotation. It is important to practice these techniques and learn with a hands-on approach.

A skills check-off system is utilized to ensure that you are learning and advancing at the appropriate pace. You will have 1 week after the last day of an in-service, for a particular topic, to be checked off by a staff member. IT IS YOUR RESPONSIBILITY TO HAVE THIS DONE ON TIME.

Competency exams will be given at the conclusion of each semester, over the material covered in your in-services. Each Semester exam will build on the last. **EX:** The fall exam, for first year students, will only include material from that semester. The spring exam will be a cumulative exam from both the fall & spring. The 2<sup>nd</sup> year fall exam will include material covered that fall, plus material from fall/spring of the previous year. Each semester will build on the last semester/year(s) information. This is meant to encourage you to continue studying all material throughout your time in the program. Your final competency exam will include all material covered in each in-service, beginning with your first semester.

Please refer to the In-Service section, in the Appendix portion of this manual, for all information you will need regarding in-services.

- Junior & senior level students are invited to volunteer to teach in-services. Please check with Imelda if you are interested in teaching a topic listed on the in-service schedule.

### **Monthly Student Meeting:**

We will meet on the first Sunday of each month as a group, unless you are notified differently. These meetings are mandatory for ALL students in the program. We will go over items that need to be discussed with the entire student staff. These meetings are for informative and educational purposes. You are only excused if you have a sport conflict.

### **Senior Presentations:**

Graduating seniors will present an athletic training-related case study to the staff and student athletic trainers at the end of your final semester. This formal presentation should be in depth and detailed. The presentation should be approximately 30 minutes in length with a formal question/answer session to follow.

### **Student Athletic Trainer Travel:**

Travel should not be expected in every sport. You will travel a great deal with some sports & on a more limited basis with others. Travel should be viewed as a privilege & a learning opportunity. Travel opportunities may vary from year-to-year & you should not base any expectations on what happened the previous year.

You are expected to abide by all team rules, including curfew.

You are representing the Athletic Training Program and Texas Tech University when you travel. There will be many eyes on you during this time. You should always conduct yourself in an appropriate manner. Please be courteous to all. You will come in contact with different coaches, athletes, & athletic trainers – how you conduct yourself reflects on you & all others involved with the university. Misconduct will be dealt with & dismissal from the program may be the result of repeated incidences or for a one time severe case. This includes your conduct on busses, in hotels, etc., when you may not have direct supervision.

### **Professional Associations/ Memberships:**

Students are strongly encouraged to join appropriate professional organizations. Membership in these organizations is an important indicator of commitment to the profession. You will be able to participate in your organization(s) & contribute to your level of membership, should you choose. Membership in professional organizations will help you to stay current in the field & with issues that may affect the profession. You will receive journals & publications from many of these memberships.

With membership in the SWATA & NATA, you are also eligible to apply for scholarships. These associations have information on their respective websites. Staff members will be happy to assist you as well.

#### Website information:

NATA [www.nata.org](http://www.nata.org)  
SWATA [www.swata.org](http://www.swata.org)  
TSATA [www.tsata.com](http://www.tsata.com)

#### Scholarship deadlines:

NATA February 1  
SWATA March 15

- There are many useful links on the Sports Medicine portion of the athletics website, located at [www.texastech.com](http://www.texastech.com)  
You will find websites that may be useful to you for research purposes, as well as internships and scholarships.

*Your professional dues will be paid if you choose to participate as a member of the Athletic Training Student Organization (ATSO). Membership & benefits of participating in ATSO will be discussed often by the ATSO president & officers.*

**“Measure yourself by the people who measure themselves by you.”**

**- Unknown**

## **APPENDIX 1:**

You will be issued an "A" sticker for parking in athletic parking lots. Please turn this information in to Jill Gossett, as soon as you have your Texas Tech parking permit. You obtain Texas Tech parking permits at the University Police Station.

**Appendix 1:**

**"A" STICKER PARKING INFORMATION:**

**NAME:** \_\_\_\_\_

**TEXAS TECH PARKING PERMIT #:** \_\_\_\_\_

**LICENSE PLATE #:** \_\_\_\_\_

**MAKE/MODEL OF VEHICLE:** \_\_\_\_\_

## Appendix 2

### End of Semester Evaluation

**ALL STUDENTS ARE EVALUATED AT THE END OF EACH SEMESTER. These are to be completed near the end of each semester, by each student. It is your responsibility to make an appointment with your supervising AT, for this evaluation. You are to bring two copies to your evaluation appointment. You should have completed one copy, regarding how you feel you performed during the previous semester. The other copy is completed by the supervising AT. You are to turn in both copies to the student advisor within one week after your evaluation.**

# **Appendix 3**

## **Student Evaluation (To Be Completed After EACH Spring Rotation)**

## **Appendix 4**

### **Student Self-Evaluation (To Be Completed By Student After Each Spring Rotation, Prior To Evaluation By Staff)**

# Appendix 5

## Texas Licensure

# Appendix 6

## NATA BOC Certification



## Advisory Board of Athletic Trainers Apply for a New License - Requirements

### Specialized Education and Training

1. A baccalaureate or post baccalaureate degree from an accredited college or university and one of the following: (a) current licensure, registration, or certification as an athletic trainer issued by another state, jurisdiction, or territory of the United States; or (b) current national certification as an athletic trainer issued by the National Athletic Trainers Association Board of Certification (NATABOC).
2. In lieu of the requirements in #1 above, **a person shall hold a baccalaureate or post-baccalaureate degree which includes at least 24 hours of combined academic credit from each of the following course areas:** (A) human anatomy; (B) health, disease, nutrition, fitness, wellness, emergency care, first aid, or drug and alcohol education; (C) kinesiology or biomechanics; (D) physiology of exercise; (E) athletic training, sports medicine, or care and prevention of injuries; (F) advanced athletic training, advanced sports medicine, or assessment of injury; and (G) therapeutic exercise or rehabilitation or therapeutic modalities; **In addition, a person must have completed an apprenticeship program in athletic training that** (a) consists of 1800 clock-hours completed in college or university intercollegiate sports programs; (b) is based on the academic calendar; (c) is completed during at least five fall and/or spring semesters; and (d) is completed while enrolled as a student at a college or university for at least 1500 of the 1800 clock-hours.
3. In lieu of the requirements in #1 and #2 above applicants shall have a baccalaureate or post-baccalaureate degree in athletic training from a college or university which held accreditation, during the applicants matriculation at the college or university and at the time the degree was conferred, from a nationally recognized accrediting organization that is approved by the board.
4. All applicants must hold current certification in adult cardiopulmonary resuscitation (CPR) or current certification for emergency medical services (EMS) with the Department of State Health Services.
5. Applicants who hold a degree in physical therapy or corrective therapy should refer to the board's rules for specific information about licensure requirements.
6. All applicants must successfully complete the Texas Athletic Trainer Written Examination and the Texas Athletic Trainer Practical Examination.



Advisory Board of Athletic  
Trainers

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### Examinations are Required of all Applicants

\*Texas Athletic Trainer Written Examination

\*Texas Athletic Trainer Practical Examination

*Last Updated April 9, 2007*



## State Board of Examiners for Advisory Board of Athletic Trainers Apply for a New License - Application Instructions

### How to Apply for a License or Registration:

Application packets may be requested by mail, phone, fax or e-mail and may also be printed or downloaded by clicking one of the links below:

Advisory Board of Athletic Trainers  
Texas Department of State Health Services  
Mail Code 1982  
P.O. Box 149347  
Austin , Texas 78714-9347

Email: [at@dshs](mailto:at@dshs)  
Telephone: (512) 834-6615  
Fax: (512) 834-6677

- [View and print a copy of the Athletic Trainer Application Packet \(Adobe Acrobat \(.pdf format, 41\)](#)
- [Download a copy of the Athletic Trainer Application Packet \(MS Word format, 88KB\)](#)

To access documents in Adobe Acrobat format, you must download the Acrobat Reader software. Please see the DSHS [file viewing page](#) for more information and a link to the Adobe website.



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*Last Updated July 22, 2008*



## Advisory Board of Athletic Trainers Apply for a New License - Examination

### Examinations are Required of all Applicants

- \*Texas Athletic Trainer Written Examination
- \*Texas Athletic Trainer Practical Examination

### Examination Application Deadlines

Examination sites are San Antonio, Houston, Fort Worth and Lubbock

### 2009 Deadlines

Exam Date	Application Deadline
April 26, 2009	January 17, 2009
December 6, 2009	September 12, 2009

First time applicants must postmark completed applications with transcripts and all required supporting documentation on or before the deadline date. Applications postmarked after the deadline will be processed for the subsequent examination. Those applicants that have been deemed eligible for the exam will be mailed the exam registration forms at least 45 days prior to the exam date.

The Advisory Board of Athletic Trainers does not provide study guides for the state licensure examinations. Questions on the Texas Athletic Trainer Written Examination and the Texas Athletic Trainer Oral/Practical Examination are drawn from the sources on the Examination Reference List.

You can obtain the Athletic Trainer Application Packet by clicking on the right- hand side menu, titled, "Application Instructions".

- Examination Reference List
  - [Download in MSWord format, 55KB](#)
  - [View and print in Adobe Acrobat format, 25 KB](#)

Qualified veterans may receive reimbursement from the Department of Veterans Affairs for specific licensing examinations offered by some of the boards and programs of the DSHS Professional Licensing and Certification Unit. Click on the link below to view informatin on reimbursement

- [Information on Examination Reimbursement for Veterans](#)



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To access documents in Adobe Acrobat format, you must download the Acrobat Reader software. Please see the DSHS [file viewing page](#) for more information and a link to the Adobe website.

*Last Updated January 7, 2009*

## **Appendix 7**

# **Student Participation Agreement**

## **Student Participation Agreement**

**I, \_\_\_\_\_ have accepted this position of responsibility in the Athletic Training Program at Texas Tech University.**

**I have read, understand, and agree to the policies outlined in the Student Athletic Training Program Manual. I understand that involvement in this program is a privilege, expectations are high, and that this job can be extremely demanding. I also understand that repeated violations or a one-time violation, viewed as major by the staff, may result in disciplinary action or dismissal from the program.**

**I agree to keep all information related to the medical health and personal information of student-athletes strictly confidential. If I release confidential information or discuss confidential information outside of the office, I understand that I will be immediately dismissed from this program.**

\_\_\_\_\_  
**Athletic Training Student Signature**

\_\_\_\_\_  
**Date**

## **Appendix 8**

### **FERPA Waiver & Authorization to Disclose Educational Information**

**Complete both of these forms & turn in on the first day of class**



# TEXAS TECH UNIVERSITY

## FERPA WAIVER- Student Education Information

The Family Educational Rights and Privacy Act of 1974 established the privacy rights of students (parents if the student is under 18) with regard to educational records. The act makes provision for inspection, review and amendment of educational records by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent must be in writing, signed and dated by the student and must specify records to be released, the reason for the release, and the names of the parties to whom such records will be released. The act applies to all persons formerly and currently enrolled at an educational institution. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased persons.

For additional information please see Student Handbook, Part IV or visit these Websites:

[http://www.depts.ttu.edu/studentaffairs/publications/SA\\_handbook\\_2005-2006.pdf](http://www.depts.ttu.edu/studentaffairs/publications/SA_handbook_2005-2006.pdf)

<http://techsis.admin.ttu.edu/student/>

I hereby give permission for Texas Tech University personnel to provide information concerning my academic record to the person(s) identified below. This form must be completed in order for Texas Tech University to comply with the request.

### Student Information

### Person(s) to Whom Information may be Released

Name

Name

SHAWN LINDSEY

Street Address

Relationship to student

Athletic Training  
Student Advisor

City/State/Zip Code

Street Address

Po Box 43021 TTU

Telephone

City/State/Zip Code

Lubbock, TX 79401

Cell Phone

Telephone

806-392-2033

E-Mail Address

Cell Phone

806-392-2033

Student ID Number

E-Mail Address

Shawn.lindsey@ttu.edu

Student Signature

Date

8/1/09

**Waiver will be in effect until rescinded by student.**

Complete one of the following:

**Mail to:** Office of the Registrar  
Texas Tech University  
Box 45015  
Lubbock, TX 79409-4015



**Drop Off:** Office of the Registrar, West Hall, room 103  
**FAX to:** 806.742.0355

**STUDENT'S AUTHORIZATION TO DISCLOSE INFORMATION  
IN EDUCATION RECORDS PERSUANT TO THE  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
OF 1974, AS AMENDED.**

The Family Rights and Privacy Act of 1974 stipulate that parental/third party access to a student's educational record must be authorized in writing by the student.

**I hereby authorize Student Judicial Programs of Texas Tech University to disclose the following information, documents, etc., contained in my education record (specify):**

*Any records pertaining to Grades/GPA.*

**to (whom authorization is given, list the name(s))**

*Shawn Lindsey*

**for the purpose of (state purpose of disclosure)**

*to view grades & to track academic progress.*

***This waiver will become null at such date that the student cancels the waiver or self-determined expiration date. Disciplinary files are kept on file for seven (7) years, from the date of the incident, after which time they are destroyed.***

Student Name (print)

\_\_\_\_\_  
Student Signature

Student ID Number

Date

Date ended:  /  /