

DEPARTMENT OF INTERDISCIPLINARY HEALTH SCIENCES

**DOCTOR OF ATHLETIC TRAINING
PROGRAM GUIDE**

2016 - 2017 ACADEMIC YEAR

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PURPOSE OF THE DOCTOR OF ATHLETIC TRAINING PROGRAM GUIDE

This program guide serves as a statement of policy and procedures for students in the Doctor of Athletic Training (DAT) program, which is an online academic program within the Department of Interdisciplinary Health Sciences. In addition to understanding and adhering to the policies in this program guide, DAT students should familiarize themselves with the policies set forth in current versions of the *A.T. Still University (ATSU) Student Handbook* and the *Arizona School of Health Sciences (ASHS) Catalog*. The DAT program reserves the right to alter, change, add, or delete any of the policies or procedures in this program guide as deemed appropriate. Students will be notified in writing of any changes should they occur.

This program guide replaces any previous additions, and the policies and procedures contained herein supersede all previous DAT program policies and procedures.

There are many ATSU (i.e., University) and ASHS (i.e., school) policies that are important for the AT student to understand and that potentially and significantly impact his or her experience at the University. These policies are primarily found in two documents: 1) the *ASHS Catalog*, and 2) the *ATSU Student Handbook*.

Copies of these documents are made available to the student during the orientation sessions at the time of matriculation. They can also be found at the ATSU Department of Student Affairs website found here: http://www.atsu.edu/student_services/handbook/index.htm

The DAT student should review current copies of these documents, which serve as important companions to the *DAT program guide*.

*The ASHS Catalog represents a description of curricular plans, policies, and requirements that may be altered from time to time. The provisions of the ASHS catalog do not constitute an irrevocable contract between A.T. Still University and its students.

†The ATSU Student Handbook represents information and requirements, which may be altered from time to time by the University at its sole discretion. The provisions of the Handbook do not constitute a contract. The University reserves the right to change any provision or requirement at any time.

WELCOME

Dear Doctor of Athletic Training Student,

On behalf of the Doctor of Athletic Training program family, I would like to welcome you to ATSU and to the DAT program family. We are all extremely pleased that you have chosen to pursue your graduate studies with us. We are proud of the tradition we have built over the last 20 years with our post-professional master's degree and are excited you have decided to join us on building a similar reputation with the DAT program.

The purpose of the DAT is to produce clinical and academic leaders to advance the athletic training profession. Your decision to pursue a doctoral degree in athletic training represents a commitment to becoming a leader in athletic training. We look forward to mentoring you as you become immersed in an advanced curriculum aimed to enhance your knowledge and skills and leads you down a path to advanced expertise in orthopaedic rehabilitation, clinical decision-making and professional leadership.

We are excited to begin this inaugural year offering the DAT. The national reputation enjoyed by this program is the result of our outstanding students and alumni. You represent the continuation of this tradition of excellence, and we look forward to helping you achieve your goals.

Welcome!

Tamara C. Valovich McLeod, PhD, ATC, FNATA
Professor and Director, Athletic Training Program
John P. Wood, D.O., Endowed Chair for Sports Medicine

PROGRAM, STAFF AND UNIVERSITY CONTACT INFORMATION

Program Faculty

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IMPORTANT CONTACT INFORMATION

Position	Name	Email Address	Phone Number	Role
Program Director	Tamara McLeod	TMcLeod@atsu.edu	(480) 219-6035	Oversee the program, deal directly with student and faculty issues
Administrative Manager	Amanda Vigil	AVigil@atsu.edu	(480) 265-8042	Assist in management of the program, assists in student issues
Administrative Assistant	Kaylynn Murphy	kaylynnmurphy@atsu.edu	(480) 219-6131	Assist in setting up courses, Turnitin reporting, and alumni support
Controller's Office	Eppie Tillotson	ETillotson@atsu.edu	(866) 626-2878 ext. 2495	Tuition billing and payments
Financial Aid Office	Misty Seidel	MSeidel@atsu.edu	(866) 626-2878 ext. 2529	Financial aid questions and applications
IT Help Desk	IT Support	HelpDesk@atsu.edu	(866) 626-2878 ext. 2200	Computer and technological issues
A.T. Still Memorial Library	Margaret Hoogland (Librarian)	CyberLibrarian@atsu.edu	(660) 626-2340	Literature searches, locating articles, intra-library borrowing
University Writing Center	Ade Anast	WritingCenter@atsu.edu	(641) 455-8832	Preview papers and provide feedback for writing style, grammar, AMA formatting
Registrar		Registrars@atsu.edu	(866) 626-2878 ext. 2926	Provide transcripts, notify regarding name and contact information changes

A.T. STILL UNIVERSITY MISSION

A.T. Still University of Health Sciences serves as a learning-centered university dedicated to preparing highly competent professionals through innovative academic programs with a commitment to continue its osteopathic heritage and focus on whole person healthcare, scholarship, community health, interprofessional education, diversity, and underserved populations.

DOCTOR OF ATHLETIC TRAINING PROGRAM PURPOSE STATEMENT

The purpose of the DAT Program is to produce clinical and academic leaders to advance the athletic training profession. The program is designed to develop students' expertise in orthopaedic rehabilitation, clinical decision-making and professional leadership. Doctoral degree in Athletic Training serve as expert clinicians, educators, and administrators with advanced knowledge and skills for analyzing, developing, and implementing practical solutions to improve the delivery of athletic healthcare and the health outcomes of physically active individuals and their communities.

DOCTOR OF ATHLETIC TRAINING PROGRAM OUTCOMES

Upon completion of the DAT Program, students will be able to achieve the following outcomes:

- 1.** Demonstrate advanced clinical decision-making in athletic training practice in a manner that integrates clinical experience, patient values, and the best available evidence.
- 2.** Critically appraise, disseminate, and translate information and research for the purpose of improving patient care within athletic healthcare delivery systems.
- 3.** Demonstrate advanced knowledge and clinical practice skills in orthopedic rehabilitation.
- 4.** Demonstrate professional leadership, and evaluate and influence health policy and delivery systems, especially in the provision of athletic healthcare services.
- 5.** Evaluate the comparative effectiveness of athletic healthcare delivery systems and interventions through the use of both clinician-based and patient-based clinical outcome measures.
- 6.** Produce practice-based research to expand the body of evidence in athletic healthcare.
- 7.** Characterize the athletic trainer as a community- and population-healthcare professional working collaboratively within the healthcare system.
- 8.** Demonstrate knowledge in quality improvement strategies to mitigate medical errors, improve patient safety, and support clinical decision-making to enhance overall patient care.
- 9.** Demonstrate the ability to utilize health information technology to facilitate evidence-based practice, quality improvement, and comparative effectiveness efforts.
- 10.** Produce an applied research project that addresses a significant clinically oriented issue relevant to athletic training practice.

DOCTOR OF ATHLETIC TRAINING PROGRAM REQUIREMENTS

The Doctor of Athletic Training (DAT) program is a post-professional online program with a one-week on-campus Winter Institute culminating in a Doctor of Athletic Training Degree. Didactic coursework in advanced areas of study can be planned to allow students to complete the program in three or four years. The DAT program is designed for state licensed athletic trainers and/or athletic trainers certified by the Board of Certification (BOC), or individuals who have met eligibility requirements to sit for the BOC certification examination prior to matriculation. Courses are designed with an emphasis on academic rigor, advancement of clinical practice, and an applied research experience. Faculty and staff work closely with students to develop the professional attitudes and clinical problem-solving skills necessary for optimum patient care.

Program Requirements

Students enrolled in the DAT are required to complete a 70 credit hour course of study. The DAT curriculum is comprised of course offerings from four major areas: 1) Clinical Decision Making Foundation, 2) Orthopaedic Rehabilitation Foundation, 3) Leadership Foundation, and 4) Applied Research Foundation. A minimum number of required course credits exist in each of the four major curricular categories. Students are required to obtain the minimum number of credits identified in each of the four major curricular areas in order to complete their requirements for the DAT.

DOCTOR OF ATHLETIC TRAINING PROGRAM CURRICULUM

Provided below is an overview of the minimum number of credit hours from each of the four major curricular areas. In addition, a breakdown of the specific courses offered in each of the major curricular areas is provided.

Minimum Credits Required for Graduation:

Clinical Decision Making Foundation	= 12 credit hours
Orthopaedic Rehabilitation Foundation	= 12 credit hours
Leadership Foundation	= 17 credit hours
Applied Research Foundation	= <u>29 credit hours</u>

Total = 70 Credit Hours

Foundational courses within the curricula are also taught as part of the Master's post professional degree in Athletic Training and the Certificate in Clinical Decision-Making in Athletic Training. Students in these programs may be enrolled in the same course section as students in the DAT. These courses are noted with an (M) or (C) below.

DAT Curriculum Overview		QTR HRS
Clinical Decision Making Foundation (see below)		12
Orthopaedic Rehabilitation Foundation (see below)		12
Leadership Foundation (see below)		17
Applied Research Foundation (see below)		29
TOTAL PROGRAM CREDIT HOURS		70

DAT	Clinical Decision Making Foundation	QTR HRS
ATRN 7110	Quality Improvement and Patient Safety* (C)(M)	3
ATRN 7120	Evidence-Based Practice* (C) (M)	3
ATRN 7230	Patient-Oriented Outcomes* (C) (M)	3
ATRN 7140	Health Information Technology* (C)	3
	TOTAL FOUNDATION CREDIT HOURS	12
DAT	Orthopaedic Rehabilitation Foundation	QTR HRS
ATRN 7210	Foundations of Orthopaedic Basic Science*	3
ATRN 7220	Surgical Considerations for Orthopaedic Rehabilitation*	3
ATRN 7230	Assessment of Movement Dysfunction	3
ATRN 7240	Corrective Techniques for Movement Dysfunction	3
	TOTAL FOUNDATION CREDIT HOURS	12
DAT	Leadership Foundation	QTR HRS
ATRN 8110	Comparative Effectiveness in Athletic Training*	3
ATRN 8120	Athletic Injury Epidemiology*	3
ATRN 8130	Healthcare Policy and Systems of Delivery*	3
ATRN 8140	Leadership & Professionalism in Athletic Training	3
ATRN 8150	Winter Institute –Professional Issues in Athletic Healthcare	5
	TOTAL FOUNDATION CREDIT HOURS	17
DAT	Applied Research	QTR HRS
ASHS 5220	Research Methods & Design * (M)	3
ASHS 5320	Methods of Data Analysis* (M)	3
ATRN 8210	Qualitative Research Methodology	3
ATRN 9001	Analyzing the Problem	5
ATRN 9002	Proposing a Solution	5
ATRN 9003	Implementing and Evaluating the Solution	5
ATRN 9004	Completing and Disseminating the Project	5
	TOTAL FOUNDATION CREDIT HOURS	29

*Eligible for advanced standing

SELF REGISTRATION

Self-registration will be completed with an Enrollment Councilor once an acceptance agreement is received. Course offering schedules may be changed as necessary to accommodate enrollment and instructor availability. A list of the most update to date courses can be found on the programs libguide http://guides.atsu.edu/DAT_Student_Resources Students wishing to alter their schedule must coordinate the changes with the program director and program manager. The program is developed on a four quarter system with fall block 1, fall block 2, spring block 1 and spring block 2 being ten weeks in length.

ENROLLMENT AND REQUIREMENTS

Enrollment Timelines

All students will self- register for each course with their Enrollment Facilitator that was assigned to them when they registered for the DAT. A sample ADP is located on the programs libguide for optional course offerings.

Requirements of the Program

- The orientation to the program is self-directed and must be completed prior to the start of the student's first course. This course will remain available as a reference resource throughout the program (all information is located in the Blackboard Student Lounge).
- ATRN 7230: Assessment of Movement Dysfunction must be taken before ATRN 7240: Corrective Techniques for Movement Dysfunction.
- ATRN 7210: Orthopaedic Basic Science must be taken before ATRN 7220: Surgical Considerations for Orthopaedic Rehabilitation.
- The four courses required for the Applied Research Project (ATRN 9001-9004) must be taken in sequence.
- All students are required to attend the on-site, one-week portion of ATRN 8150 Winter Institute once during their program of study. This institute takes place in Arizona during Spring Block 1.
- It is suggested that students take only one to two courses per block as each course requires an average of 15 hours of study per week.

TEXTBOOKS AND SOFTWARE

All textbooks for courses can be bought through a commercial vendor, such as www.Amazon.com or Barnes & Noble (www.bn.com). Students are expected to have purchased and taken possession of their books prior to the start of each block. It is also highly recommended that students save part of their loan checks from the previous block so they can purchase their books on time for each subsequent block.

The latest version of the software program *Endnote* (www.endnote.com) and Microsoft office is required of all DAT students. This software will be useful in both coursework and research

activities. Endnote and Microsoft office should be purchased prior to the commencement of coursework.

The program utilizes a virtual clinic for athletic training, housed within the CORE-AT Electronic Medical Record (EMR). The EMR was designed and built by the ATSU faculty to provide athletic trainers a comprehensive documentation and injury surveillance system, including the collection of patient demographics, general and detailed physical examination findings, daily treatment and patient progress, generic and region specific patient rated outcomes, and discharge summary status. The EMR is utilized by more than 60 clinical practice sites across the country as the primary documentation system for the Athletic Training Practice Based Research Network (AT-PBRN). Students will be provided account access to the virtual clinic, and will be required to access and utilize the EMR to complete assignments throughout the DAT Program curriculum. Students will receive online training to use the EMR during the orientation course. Students wishing to use the EMR at their own clinical sites may apply to become AT-PBRN members by submitting a request through <http://www.coreat.org/contact-us.html>.

Student Evaluations of Faculty & Courses

Towards the end of each course, students will be required to complete an online course evaluation. This evaluation is anonymous and anonymity will be strictly guarded. Please provide constructive feedback as this will be of great help in course revisions and assisting faculty in providing the best educational experience for you and future students. You will receive more information about the course evaluation in your courses. There is also a mid-course evaluation which is intended to provide feedback to your instructors on what areas of the class are working well and any areas for improvement. This questionnaire is also anonymous and will be available within each course.

ACADEMIC STANDARDS

Assignments

All course work and assignments should be submitted on time. Specific policies regarding late assignments are dependent upon the individual course instructor. Refer to each course syllabus for course-specific assignment policies.

Computer Etiquette and Technology Requirements

Email within blackboard is the primary method of communication between AT faculty and students with regards to each course. It is expected that students regularly check their blackboard email and their ATSU e-mail throughout the day.

DEGREE COMPLETION STANDARDS

The following requirements, standards, and policies apply to ALL students enrolled in the DAT program.

Degree Completion Requirements

To earn a Doctor of Athletic Training degree, all students must:

- Complete all prescribed courses within seven years of commencing the program

- Maintain a minimum overall GPA of 3.0*;
- Obtain final applied research project approval documenting completion of all applied research project requirements;
- Discharge all financial obligations to ASHS-ATSU;
- File all necessary graduation forms with the ATSU Registrar's Office, 800 West Jefferson St., Kirksville, MO 63501; (800) 626-5266 Ext. 2356;

*The U.S. Department of Education requires that all students receiving federal financial assistance must meet and maintain satisfactory academic progress, which is defined as minimum GPA of a 2.0 on a 4.0 scale. However, the DAT student is advised that the DAT Program degree completion requirements presented above include a GPA standard that is more rigorous. Failure to maintain the minimum DAT Program GPA of 3.0 will constitute a violation of program *Standards of Academic Performance*.

STANDARDS OF ACADEMIC PERFORMANCE & PROGRESSION

Standards of Academic Performance

To maintain good academic standing, each student is required to maintain a cumulative GPA of 3.0. In addition, each required and elective course must be passed with a "C" grade or better. Students who fail one DAT program course will be placed on academic probation (See Academic Probation Below) and must repeat the course on a schedule determined by the program. Such course repetition will most likely result in a delay in graduation.

Students who obtain a cumulative GPA of less than the minimum required 3.0 will be placed on academic probation (See Academic Probation Below). Students who fail a course or fail to maintain the required cumulative GPA of 3.0 at any time throughout their program of study will be referred to the Doctor of Athletic Training Academic Review Board (AT-ARB) (See Doctor of Athletic Training Academic Review Board Below).

The AT-ARB may make recommendations to the student to help him/her achieve the required standards of academic performance and to ensure academic progression. Student compliance with these recommendations for academic success will be taken into consideration at subsequent meetings of the AT-ARB.

Academic Performance Summary:

First Course Failure = Academic Probation and referral to AT-ARB

Cumulative GPA below 3.0 for one block = Academic Probation and referral to AT-ARB

Standards of Academic Progression

Progression in the DAT program is contingent on continued demonstration of satisfactory completion of program objectives and course content. Lack of academic progression is grounds for academic dismissal from the DAT program and may be determined as the result of, but not limited to, the following conditions:

- 1) Failure of two or more courses and/or;
- 2) Continued academic probation for failure to maintain the minimum required cumulative 3.0 GPA for a semester.
- 3) Failure to complete all program requirements within the specified program degree completion timelines

In situations where a student is in violation of Standards of Academic Progression for not meeting the established program degree completion timeline, the student may be dismissed from the program.

Academic Progression Summary:

Failure of Second Course = Referral to AT-ARB with possible dismissal from program

Cumulative GPA below 3.0 for two blocks = Referral to AT-ARB with possible dismissal from program

Failure to meet established program degree completion timelines = Automatic dismissal from the program

Athletic Training Academic Review Board

The Athletic Training Academic Review Board (AT-ARB) monitors student compliance with the *Standards of Academic Performance* and *Standards of Academic Progression*. The AT-ARB will consist of all academic appointed faculty in the DAT program and will meet to review a student's compliance with standards of academic performance and progression. Students will be notified, in writing, at least seven (7) academic days prior to the scheduled meeting of the AT-ARB. This notification will state why the student is failing to meet the *Standards of Academic Performance* or the *Standards of Academic Progression* and the day, time, and place of the scheduled meeting. The student may attend this meeting in person, via teleconference, or send a letter explaining his/her position in advance of the meeting.

In the case of a student who has failed to meet the *Standards of Academic Performance*, the student will be required to attend this meeting, in person, by phone or video chat, to ensure student understanding of his/her current academic standing, discuss options to help the student improve his/her current academic standing, and to determine an appropriate plan for repeating courses if necessary.

In the case of a student who has failed to meet the *Standards of Academic Progression*, the student will be required to attend this meeting virtually or in person to ensure student understanding of his/her current academic standing, present his/her case for consideration by the AT-ARB, and to ensure appropriate academic due process. The AT-ARB will review the student's academic history, departmental policy regarding academic progression, the student's explanation of his/her current academic standing, and any other pertinent information. The AT-ARB will then vote by simple majority to determine if the student has failed to meet the

program's published *Standards of Academic Progression*. If the AT-ARB determines that the student has failed to meet the *Standards of Academic Progression*, the Doctor of Athletic Training Program Director will notify the student in writing within three (3) academic days that he/she is dismissed from the DAT Program effective immediately.

GRADING POLICIES

Grading Scale

DAT Students will be required to receive a grade of "C" (70%) or greater in all courses and maintain a GPA of 3.0 to achieve course and program objectives. This grade is a cumulative grade of all assignments required in the course. Failure on more than one-half of the assignments of a course will result in a course failure, regardless of the cumulative grade.

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
F	<70%

Late Assignments

The program will provide the late assignment and extension policies to students at the beginning of the course in the course syllabus. It is expected DAT students will submit assignments on time; however, it is understood that life events may sometimes hinder the process. It is the student's responsibility to discuss any issues that will result in late assignments with the instructor and make reasonable plans to submit assignments.

It is important that you let your instructor know if you are experiencing extenuating circumstances requiring an assignment extension. It is your responsibility to initiate this communication. Mismanagement of time or busy work schedules is not justification for an extension. There is a late penalty of 5% deduction per day with a maximum of five (5) days for late assignments not submitted to the Assignment Dropbox in Blackboard and Turnitin. If a student is habitually late with assignments across courses this will be addressed by the DAT program director and may lead to student probation dismissal from the program.

Marking Timelines

Assignments will be marked and returned to students within seven working days of the assignment deadline or, in the case of an assignment for which an extension was granted, within seven working days of receipt of the assignment.

Grade Reports

Grades are posted following the completion of each block on the CampusVue portal. Students use their personal password to access their grades. Official copies of grades should be requested from the Registrar's Office as an official transcript.

Program Withdrawal

Students wishing to withdraw from the DAT program must contact the program director who will provide a link to an online form that must be completed for the withdrawal to be processed. This form is required to be excused from payment for courses per the Tuition Refund schedule.

SCHOLARLY REQUIREMENTS

American Medical Association (AMA) Writing Format

AMA is the writing format that will be used predominantly in the program. It is important to learn how to properly format scholarly work as this enhances communication and provides a standardized approach to scholarly writing. AMA includes writing style and format related to grammar, sentence and paragraph structure, headings, title page, quotes, and referencing. The DAT program uses the AMA. A brief introduction to AMA is provided in the orientation course.

Breach of Academic Integrity / Lack of Proper Use of Sources / Plagiarism

Plagiarism and misuse of sources have been defined as the unauthorized use or close imitation of the language and thoughts of another author without appropriate referencing. Plagiarism is not acceptable in any academic institution. Intellectual honesty is pivotal to the development and acquisition of knowledge and scholarship. To ensure intellectual honesty, contributions from others used in your work must be appropriately acknowledged. Lack of proper use of sources impacts scholarship and indicates a lack of academic integrity. Proper referencing requires, among other things, that all borrowed quotes are cited appropriately and identified with quotation marks, author, date, and page/paragraph number. In addition, all paraphrasing must recognize the original author(s).

Misuse of sources and plagiarism can occur in many forms:

- Submitting or presenting coursework, in whole or in part, as your own when it is not
- Submitting coursework (cutting and pasting or re-entering information) taken from another source without reference to the original author or publication
- Submitting coursework that lacks in-text citations even though a list of sources is provided
- Using direct quotes without appropriate citation for the quotes
- Attributing information to a source other than the original
- Submitting previously prepared, original material to a course without an instructor's knowledge or permission (self-plagiarism)

- Paraphrasing is not substantively different from the original source, even though the information is properly cited and references
- Infrequent or missing citations
- Submitting an assignment based on a string of quotations without appropriate critical thinking or analysis

ATSU considers plagiarism a serious offense. For further information refer to the Code of Academic Conduct in the *ATSU Student Handbook*. Please pay attention to ensure all quotes are cited appropriately with quotation marks, author, date, and page/paragraph number; and that all paraphrasing recognizes the original author.

Please note the following consequences:

First occurrence - A first instance of plagiarism or lack of proper use of sources is generally believed to result from a lack of familiarity and inexperience using AMA guidelines and scholarly writing.

Outcomes - The outcomes for a first offense generally are, but are not limited to:

- Required completion of the ATSU's University Writing Center's Proper Use of Sources tutorial
- Resubmission of the assignment for a reduced grade of 20%

Second occurrence - A second occurrence of plagiarism or lack of proper use of sources is a more serious academic offense and cannot be attributed to naiveté, ignorance of guidelines, or a misunderstanding of what constitutes acceptable graduate scholarship at ATSU.

Outcomes - The outcomes for a second offense generally are, but are not limited to:

- A grade of F in the course

Third occurrence - A third occurrence of plagiarism or lack of proper use of sources is seen as a student's chronic inability to produce acceptable graduate-level scholarship.

Outcomes - The outcomes for a third offense generally are, but are not limited to:

- Dismissal from the program and the university

Procedures for Detecting Lack of Academic Integrity/Proper Use of Sources/Plagiarism

1. A random selection of online (Blackboard Dropbox) assignments, discussion posts as well as discussions and presentations will be checked using a valid and reliable software program for checking for possible plagiarism.
2. Plagiarism scores equal to or above a 40% threshold will be reviewed. Material scoring below 40% may be randomly reviewed at the discretion of the program director and the DAT Academic Review Board.

3. If, upon review, it is determined that an assignment has been plagiarized, the student will be referred to the ATSU University Writing Center and will be required to complete the “Proper Use of Sources” tutorial provided to them. This will be done ONLY for a first offense.
4. Any plagiarism violations will be placed in the student’s record but will be expunged upon successful completion of his/her program.

The Purdue University website offers suggestions on how to avoid plagiarism and can be accessed at <https://owl.english.purdue.edu/owl/resource/589/04/>

The ATSU Online Writing Center (OWC) also has a tutorial entitled “Proper Use of Sources” and is an excellent source for students. The OWC can be contacted at: atsuonlinewritingcenter@atsu.edu

Ownership, Copyright, Patent, Disclosure, and Authorship of Published Works

In accordance with ATSU General Order 10-208: *Intellectual Property Policy and Procedures* (available to students upon request), works, such as a thesis or a case study, developed by a student as part of his/her graduate studies (i.e., using ATSU resources) shall be the property of the University. The University will retain title (i.e., copyright) to all works that make use of University resources. Any works developed by a student that may lead to a patent and/or which are developed with any intent for financial gain, should be disclosed to the faculty advisor and the AT Program Director at the earliest time point possible.

Publishing (e.g., manuscripts, book chapters, research articles) constitutes a transfer of copyright and ownership from the University to the publisher. If an ATSU faculty member is a co-author on work that a student intends to submit for publication, formal approval for the transfer of copyright is not necessary. However, a student may not submit any thesis or course-related work without prior approval of his/her faculty advisor and/or course professor. If a student seeks to submit work for publication and an ATSU faculty member is not a co-author, the student must request and attain approval for such transfer prior to submission of the work. Approval should be requested through the student’s faculty advisor to the DAT Program Director. Importantly, this policy does not seek to prohibit student publication, but simply attempts to ensure proper acknowledgement of established ownership and copyright.

For example, following the successful completion of ATRN9004: Project Completion and Dissemination, the student and advisor may choose to submit the results of the ARP to a scientific meeting as an abstract or to pursue publication of the manuscript. These decisions are made individually between the student and the advisor. If the resultant manuscript includes the student’s advisor, submission for publication can be pursued following faculty member approval without any other forms of University permission. However, if a student seeks to submit for publication a paper written for an individual course and an ATSU faculty member is

not listed as a co-author, the student would have to obtain permission prior to submission. In this case, the student would initiate the approval process with his/her faculty advisor.

Regardless of the publication avenue, ATSU should be identified as the student's primary institutional affiliation. If the student is employed elsewhere at the time of publication, his/her employment affiliation may also be included as a secondary affiliation. All matters of authorship on any published products shall follow the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (<http://www.icmje.org/>). The student and his or her primary academic advisor shall negotiate authorship order on published works.

MISCELLANEOUS ATHLETIC TRAINING PROGRAM POLICIES

Faculty Office Hours

The DAT program faculty will be available for office hours via phone, online meeting, and by appointment. Appointments will typically be set between the hours of 8a-5p Mountain Standard-Arizona time. Please email the faculty member at least 48 hours ahead of time to schedule an appointment. Note that Arizona does not change for daylight saving time.

Faculty Contact

The preferred method of contact with faculty is through email within the Blackboard Learning Management System. Each faculty member will provide students with contact information as part of the course syllabus.

Identification Cards

Non-photo ID cards are available for online students by contacting Information Technology Services via HelpDesk@atsu.edu. The initial ID card is free. Replacement cards cost \$10.00. If they wish, students can obtain a photo ID badge when they attend the one-week on-site portion of ATRN 8150 Winter Institute.

ACKNOWLEDGEMENT OF DOCTOR OF ATHLETIC TRAINING PROGRAM GUIDE

A.T. STILL UNIVERSITY

ATHLETIC TRAINING PROGRAM

I, _____ have received, read, and have been given the opportunity to ask questions about the *Doctor of Athletic Training Program Guide*. I understand and will abide by the policies outlined in this program guide.

Signature

Print Name

Date