Attendance during clinical experiences is vital to the learning of the athletic training student. As such, students are required to attend clinical experience rotations as scheduled by the assigned preceptor. Students should apply and integrate the material learned in the didactic portion of the AT Program coursework during clinical experiences.

The athletic training student must record his/her hours attended in ATrack, the learning management system utilized by the AT Program. As per CAATE standards, all programs must have a written policy that delineates a minimum and maximum requirement for clinical hours. The following policy addresses this standard:

A. EXS 271 – Clinical Experience: Introduction
   a. All students in this course (first spring semester) will be required to obtain 180 hours by the end of that semester. Students must obtain a minimum of 10 hours per week and may not exceed 16 hours per week. Students who obtain more than 16 hours per week may NOT count those hours toward the 180 total; the hours will be considered voluntary. Students who do not fulfill this requirement will have their grade reduced as reflected on the course syllabus.

B. EXS 371 – Clinical Experience: Application
   a. All students in this course (fall semester) will be required to obtain 270 hours by the end of that semester. Students must obtain a minimum of 15 hours per week and may not exceed 25 hours per week. Students who obtain more than 25 hours per week may NOT count those hours toward the 270 total; the hours will be considered voluntary. Students who do not fulfill this requirement will have their grade reduced as reflected on the course syllabus.

C. EXS 372 – Clinical Experience: Integration
   a. All students in this course (spring semester) will be required to obtain 225 hours by the end of that semester. Students must obtain a minimum of 12 hours per week and may not exceed 22 hours per week. Students who obtain more than 22 hours per week may NOT count those hours toward the 225 total; the hours will be considered voluntary. Students who do not fulfill this requirement will have their grade reduced as reflected on the course syllabus.

Every attempt should be made to schedule classes so the athletic training student can be at the clinical site no later than 1:00 pm. By arranging class schedules to end before 1:00 pm, the athletic training students will be able to participate in pre-practice activities. Certain required courses may create a conflict with this;
however, scheduling an elective course after 1:00 pm is strongly discouraged. Clinical assignments whose practice schedules differ from this normal routine shall be addressed on a case by case basis.

Unexcused absences are those excuses not identified below. A tardy is defined as being more than 15 minutes late. The third tardy will be considered an unexcused absence. *If a student anticipates being tardy, he/she must attempt to notify his/her assigned preceptor by the preceptor's preferred method of communication (email, text, phone). If the student does not receive a response within 30 min., the student must attempt to contact the preceptor via another communication method. If the student still does not receive a response, the student must contact the Clinical Education Coordinator.* Athletic training students are expected to report to their clinical site on time. Excessive unexcused absences and tardiness could result in dismissal from the program.

Excused absences include those listed in the MSU Attendance Policy in the current Undergraduate Bulletin:

1. **Personal Illness** -- this means an illness which prevented attending clinical rotations due to your health status (unexcused absences are those in which you attended an appointment for a routine visit not of an emergent nature, e.g. allergy shots, physical exams, annual exams, eye/dental check-ups). You must have a note from the Healthcare Provider that attended to your needs. This note should have the following information:
   a. The time and date of the appointment
   b. The time(s) and date(s) that you are/were not able to attend and that the reason for missing was of an emergent nature
   c. The physicians’ signature, address, phone number.

2. **Death of an immediate family member** -- Mom, Dad, Grandma, Grandpa, Sister, Brother, Son, Daughter, Spouse, or other Legal Guardian.

3. **Other extraordinary personal circumstances** – determined on an individual basis

4. **Absence due to participation in a University sanctioned event** in which the student serves as a representative of the institution (officially scheduled activities which do **NOT** include practice and training sessions.) This will only be considered “excused” if the student informs the preceptor and the clinical education coordinator in writing **ONE WEEK PRIOR** to the absence with the proper signatures. Failure to provide appropriate notice will result in an unexcused absence.

If the University is closed and/or the clinical site is closed (e.g. high school clinical site closed due to inclement weather), students are not required to attend clinical rotations.