

APPLICATION REQUIREMENTS AND PROCEDURES

A student must formally be admitted to the Athletic Training Major in the Department of Exercise Science and Athletic Training. This admissions process is separate from that of general admittance to Manchester University. Formal application to the major is normally made during the spring semester of the first year. Students can also elect to apply in the fall semester of the sophomore year. The following are the minimal criteria for admission to the major; the asterisked items (*) must be included in the application package as hard copies, and the entire package must be submitted in total by a deadline date noted below. The number of admissions to the major is necessarily limited to the number of clinical assignments available; meeting the minimal admission criteria, therefore, does not guarantee admittance to the Athletic Training Major.

REQUIREMENTS FOR ADMISSION/APPLICATION MATERIALS

_____ * Resume

_____ * Application to Athletic Training Major form

_____ * Formal letter of application. The letter should include the reasons for applying to the Athletic Training Major (i.e. career objectives), a self-assessment of strengths and weaknesses, and any unique qualifications which might merit consideration in the admissions process.

_____ *Two completed recommendation forms (enclosed). One from a Manchester University faculty member outside the Department of Exercise Science and Athletic Training. The second letter must be from someone who can attest to the applicant's ability to work in a related field. The writer need not be a member of the Manchester University faculty or staff. No member of the Athletic Training Admission Committee may write a letter of recommendation for an Athletic Training Major candidate. Each letter should be sealed in an envelope by the respondent, forwarded to the applicant, and included in the application package.

_____ *Unofficial copy of Manchester University transcript (The Registrar's Office requires at least 24 hours' notice to process this request).

_____ Successful completion of, or current enrollment in, the following courses: ESAT 113, Emergency Care for the Physically Active, ESAT 150, Injury and Illness Prevention for the Physically Active, ESAT 150L and ESAT 106 (Medical Terminology). A cumulative GPA of 2.8 and "C" or higher grade for these four courses is required.

_____ Completion of observation of at least 4 practices and 2 game competitions with two different sports/preceptors

_____ Completion of at least 12 semester hours of university credit by the application deadline date.

_____ Completion of interview with the Athletic Training Admission Committee, consisting of entire athletic training staff, the Chair of Exercise Science and Athletic Training Department.

ANNUAL DEADLINES - There are two application periods each academic year

APRIL 1/DECEMBER 1 - Application package to Program Director, including all asterisked items above. Application packages

Can be submitted prior to this date. Incomplete packages will be returned!

APRIL/JANUARY SESSION - Admission Committee interviews begin

MAY/JANUARY TERM BREAK - Applicants notified of admissions decision by mail

FALL/SPRING SEMESTER - Successful applicants enroll in ESS 270, Clinical Experience in Athletic Training I

APPLICATION PACKET IS TO BE SUBMITTED TO JEFFREY BEER ATC, PROGRAM DIRECTOR

APPLICATION

**Manchester University Department of Exercise Science and Athletic Training
Athletic Training Major**

Name _____ Student # _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Campus Box # _____ Campus Phone _____

Total credit hours completed at time of application deadline _____

Total observation hours in training room to date _____

Please indicate your grades for the following courses (please leave blank if currently enrolled in course):

_____ ESAT 106 Medical Terminology

_____ ESAT 113 Emergency Care for the Physically Active

_____ ESAT 150 Injury and Illness Prevention for the Physically Active

_____ ESAT 150L Injury and Illness Prevention for the Physically Active

List any additional major or minor you are pursuing:

Major _____ Minor _____

Are you pursuing teacher certification? ___ Yes ___ No

If so, please list the teaching area _____

List any additional experiences in athletic training (summer camps, high school student, internships, etc. _____

Committee Use Only

_____ Letter of application _____ Transcript _____ Recommendation

Forms

_____ Date packet received _____ Required Courses CGPA _____ Resume

_____ Observation Hours _____ Accepted/Denied/Hold

**EVALUATION FORM FOR ENTRY INTO ATHLETIC TRAINING MAJOR
MANCHESTER UNIVERSITY
(Duplicate as necessary)**

This evaluation will be kept in confidence from the candidate only if the candidate signs below. There is no obligation on the part of the candidate to sign.

(CANDIDATE should sign below if applicable.) I agree that this evaluation may be kept in confidence and shown only to members of the current Athletic Training Admission Committee at Manchester University. I understand that by entering this agreement I am waiving any right of inspection or review of this evaluation which may have been granted under the terms of the Family Educational Rights and Privacy Act of 1974.

_____ Signature _____ Date _____

EVALUATION

To the writer: Please place an "x" in the appropriate column below. COMPLETED EVALUATIONS ARE TO BE SEALED IN AN ENVELOPE AND RETURNED TO THE APPLICANT.

0 = not observed; 1 = unacceptable; 2 = needs improvement; 3 = satisfactory; 4 = good; 5 = exceptional

	0	1	2	3	4	5
Scholarship						
Spirit of cooperation						
Aptitude for work						
Initiative and enthusiasm						
Leadership						
Creativity						
Maturity						
Sense of responsibility						
Professional behavior						

COMMENTS: (a separate letter with details and specific examples is encouraged)

Length of time known candidate _____ Date _____

Signature _____

Phone# _____

Position _____ Organization _____

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