

BS/MAT & MAT Program Requirements Checklist

Acceptance into Standalone MAT or Acceptance by Exercise Sciences into First-Year BS/MAT	
Year One	
Clinical Assignment Acceptance Form	Completed and submitted to Dr. Wells prior to the due date – Report Date is included on form.
Immunization Record Drug Test and Background Check CPR/First Aid AED Card	Due by 1 July Submit to Dr. Diede (mike_diede@byu.edu) AND Dr. Wells (aaron_wells@byu.edu) – Applies to first-year MAT (Grad Studies) and BS/MAT students (EXSC)
Grad Student Orientation and Bloodborne Pathogen Training	Completed during GS Orientation (Friday before classes) or during other trainings held during the first two weeks of classes
First Semester Clinical Documents	
Hepatitis B Vaccine Record	Complete and sign Handbook form, place in your student folder
Supervision Policy Form	Complete and sign Handbook form, give to Dr. Wells for his signature
IRAMS (Internship Registration and Management System)	Complete IRAMS Application (Campus Links Quick URL: intern01) for first semester clinical (EXSC 654) – before the first day of your Clinical Assignment
Verification Form for Completing ATS Handbook	Handbook form, place in student folder after all signatures
OSHA / HIPAA / FERPA Training 100 Module	Complete with your current preceptor for each assignment and submit to Dr. Wells PRIOR to reporting for first day of clinical assignment
Self-Evaluation 1	
1 – September	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
2 – October	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
3 – November	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
4 – December	Hours (via TimeTracker)
Self-Evaluation 2	
Student Evaluation of Preceptor	
Preceptor Evaluation of Student	
ATS Course Complete List	Handbook form, place in student folder after first update
BYU ATP Competency & Clinical Proficiency Checklist	Handbook form, place in student folder after first update
ATS Checklist for Graduation	Handbook form, place in student folder after each update
GradProg Committee	This applies to students in first-year MAT
GradProg Program of Study	This applies to students in first-year MAT
LSGradTracker (GS Eval 1 – Year 1)	Applies to first-year MAT students (e-mail sent with due date)
Second Semester Clinical Documents	
Clinical Assignment Acceptance Form	Completed and submitted to Dr. Wells prior to the due date – Report Date is included on form.
IRAMS for second clinical assignment	Complete IRAMS Application (Campus Links Quick URL: intern01) for second semester clinical (EXSC 655) – before the first day of your Clinical Assignment
OSHA / HIPAA / FERPA Training 200 Module	Complete and submit to Dr. Wells PRIOR to reporting for first day of clinical assignment
Self-Evaluation 1	
1 – January	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
2 – February	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
3 – March	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
4 – April	Hours (via TimeTracker)
Self-Evaluation 2	
Student Evaluation of Preceptor	
Preceptor Evaluation of Student	
ATS Course Complete List	In your student folder, return to student folder after second update
BYU ATP Competency & Clinical Proficiency Checklist	In your student folder, return to student folder after second update
ATS Checklist for Graduation	Handbook form, place in student folder after each update
LSGradTracker (GS Eval 2 – Year 1)	Applies to first-year MAT students (e-mail sent with due date)

Year Two		
	Clinical Assignment Acceptance Form	Completed and submitted to Dr. Wells prior to the due date – Report Date is included on form.
	Immunization Record Drug Test and Background Check CPR/First Aid AED Card	Due by 1 July Submit to Dr. Diede (mike_diede@byu.edu) AND Dr. Wells (aaron_wells@byu.edu) – Applies to all students – only need to resubmit if any parts are updated
	Grad Student Orientation and Bloodborne Pathogen Training	Completed during GS Orientation (Friday before classes) or during other trainings held during the first two weeks of classes
Third Semester Clinical Documents		
	IRAMS	Complete IRAMS Appl (Campus Links Quick URL: intern01) for third semester clinical (EXSC 656) – before first day of your Clinical Assignment
	OSHA / HIPAA / FERPA Training 300 Module	Complete with your current preceptor and submit to Dr. Wells PRIOR to reporting for first day of clinical assignment
	Self-Evaluation 1	
	1 – September	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
	2 – October	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
	3 – November	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
	4 – December	Hours (via TimeTracker)
	Self-Evaluation 2	
	Student Evaluation of Preceptor	
	Preceptor Evaluation of Student	
	ATS Course Complete List	In your student folder, return to student folder after third update
	BYU ATP Competency & Clinical Proficiency Checklist	In your student folder, return to student folder after third update
	ATS Checklist for Graduation	Handbook form, place in student folder after each update
	GradProg Committee	This applies to students in second-year BS/MAT
	GradProg Program of Study	This applies to students in second-year BS/MAT
	LSGradTracker (GS Eval 1 – Year 2)	Applies to second-year MAT & BS/MAT students (e-mail sent with due date)
Fourth Semester Clinical Documents		
	Clinical Assignment Acceptance Form	Completed and submitted to Dr. Wells prior to the due date – Report Date is included on form.
	IRAMS	Complete IRAMS Application (Campus Links Quick URL: intern01) for fourth semester clinical (EXSC 657) – before the first day of your Clinical Assignment
	OSHA / HIPAA / FERPA Training 400 Module	Complete and submit to Dr. Wells PRIOR to reporting for first day of clinical assignment
	Self-Evaluation 1	
	1 – January	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
	2 – February	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
	3 – March	Hours (via TimeTracker) / Monthly Clinical Log / Nonorthopedic Evaluation
	4 – April	Hours (via TimeTracker)
	Self-Evaluation 2	
	Student Evaluation of Preceptor	
	Preceptor Evaluation of Student	
	ATS Course Complete List	In your student folder, return to student folder after fourth update
	BYU ATP Competency & Clinical Proficiency Checklist	In your student folder, return to student folder after fourth update
	ATS Checklist for Graduation	Handbook form, place in student folder after each update
	LSGradTracker (GS Eval 2 – Year 2)	Applies to students in first-year MAT & BS/MAT (e-mail sent with due date)
Immersive Clinical Assignment (may be completed during either third or fourth semester)		
	Immersive Clinical Acceptance Form	Complete, sign, and submit to Dr. Wells (include 8-week schedule assuring hours requirement completion)
	Immersive Clinical Month 1	Complete IRAMS Application (Campus Links Quick URL: intern01) for each immersive clinical site (EXSC 688R) – before the first day of your Immersive Assignment; IRAMS must be done for each sem worked at each immersive
	Immersive Clinical Month 2	
	Immersive Clinical Month 1	Hours (via TimeTracker) / Immersive Clinical Log / Nonorthopedic Eval
	Immersive Clinical Month 2	Hours (via TimeTracker) / Immersive Clinical Log / Nonorthopedic Eval
	Immersive Clinical Log Completion Month 1	Students will write 2–3 page paper documenting their experiences at the immersive assignment detailing what made immersive experience beneficial and different from clinical experiences; Complete for each immersive experience/location
	Immersive Clinical Log Completion Month 2	
	Self-Evaluation 2	
	Evaluation of Preceptor	
	Preceptor Evaluation of Student	