

Graduate Assistantship Outreach Program

Policy and Procedure Manual



**MIDDLE
TENNESSEE**
STATE UNIVERSITY

2012-2013

Table of Contents

Mission Statement	3
Establishment of Outreach Site	4
Recruitment of BOC Certified Athletic Trainers	4
General Policies	5
General Procedures	5
Duties of Involved Individuals	
Graduate Assistant Outreach Coordinator	6
Middle Tennessee State University Athletic Training Faculty	6
Funding Sponsor	
Graduate Assistant	7
Middle Tennessee State University	7
Graduate Assistant	8
Graduate Assistant Compensation	8
Appendix	
A. Standards for Outreach Graduate Assistantship Sites	11
B. Sample Graduate Assistantship Position Announcement	12
C. NATA Code of Ethics	13
D. Organizational Chart	14
E. Graduate Assistant Evaluation of MTSU	15
F. Graduate Assistant Evaluation of Funding Sponsor	16
G. Graduate Assistant Exit Evaluation	17
H. Graduate Assistant Checklist	18

**Middle Tennessee State University
Athletic Training Graduate Assistant Outreach Program**

Mission Statement

The Middle Tennessee State University Athletic Training Graduate Outreach Program provides BOC certified athletic trainers with a Tennessee license to serve as graduate assistants to area high school, college, university, recreation athletic programs, and allied health care and medical organizations.

Objectives

1. To establish outreach sites and affiliations with them through contractual agreements.
2. To recruit quality BOC certified athletic trainers to serve as graduate assistants that are eligible and have applied for state license.
3. To provide quality athletic health care for athletes and physically active persons through the use of BOC certified athletic training graduate assistants.
4. To provide continuing education for BOC certified athletic training graduate assistants.

Establishment of Outreach Site

All Graduate Assistantship Outreach Program (GAOP) Sites are established in the following manner.

1. Outreach site writes a written request to MTSU indicating their desire in establishing an outreach graduate assistantship with their institution/organization.
2. The GAOP coordinator visits the potential outreach site to determine if the site meets the minimal standards for sponsoring a graduate assistantship. (See Appendix A: Standards for Outreach Graduate Assistantship Sites)
3. A written contract between the funding sponsor(s) and Middle Tennessee State University is drawn up and signed.
4. A copy is on file at Middle Tennessee State University and a copy is given to the funding sponsor(s) for their records.
5. The contract is renewed on an annual basis, dependent upon results of the outreach evaluations and graduate candidate availability.

Recruitment of BOC Certified Athletic Trainers

Advertisement and recruitment for the program is the joint responsibility of the graduate assistant outreach coordinator, athletic training education faculty, and the funding sponsor(s). It includes the following:

1. Advertisements for the graduate assistantship positions
 - a. Will be posted on the National Athletic Trainer's Association (NATA) – Career Center; which is located on the NATA website under the member's only section. (See Appendix B: Sample Graduate Assistantship Position Announcement)
 - b. Position announcements of the positions are sent to all Directors of CAATE entry level athletic training education programs across the United States in January of each year. Position announcements are also sent to NATA Approved Graduate programs.
 - c. Funding sponsors are encouraged to advertise the position announcement on their own.
2. Personal recruitment for the graduate assistantships positions
 - a. Interested candidate contacts the GAOP coordinator for information.
 - i. Send resume, cover letter, and references to GAOP coordinator.
 - ii. Applies to MTSU Graduate School in addition to contacting the GAOP coordinator.
 - iii. Visits MTSU campus for an interview with the GAOP coordinator and the funding sponsors.
 - iv. If offered, accepts position and signs contract.
 - v. Verification of BOC- ATC credential.
 - vi. Verification of Application for Tennessee State License
 - b. GAOP coordinator responsibilities
 - vii. Sends GAOP information and Graduate School application to candidate
 - viii. Collects resume and copies to send to funding sponsor

- ix. Coordinates and arranges a campus visit with the candidate and the funding sponsor.
- x. Prepares and/or supplies contract for the candidate to sign upon acceptance of the Graduate Assistantship.

General Policies

1. All graduate assistants must be BOC certified athletic trainers prior to signing the contract for the graduate assistantship.
2. All graduate assistants must be admitted to Middle Tennessee State University Graduate School prior to signing the contract for the graduate assistantship.
3. All graduate assistants must be licensed to practice Athletic Training in the state of Tennessee prior to the start date. This application can be obtained from the Tennessee Board of Medical Examiners website:
<http://www2.state.tn.us/health/downloads/g4028096.pdf>
Or applications for licensure can be obtained from the GAOP coordinator and/or the funding sponsor to which the graduate assistant is assigned.
Failure to obtain licensure will result in fines by the Tennessee Board of Medical Examiners for illegally practicing athletic training in the state of Tennessee and a loss of graduate assistantship from MTSU.
4. Graduate assistantships **generally** start August 1st and end May 31st annually.
5. Graduate assistants are limited to an average 20-hour work week or 800 contact hours per the duration of the contract.
6. Graduate assistants will abide by the MTSU academic calendar. However, it is recognized that there will be times when the graduate assistant will be asked to cover athletic events when MTSU is closed because the city/county school calendar may not correspond with the MTSU calendar.
7. Graduate assistants are to provide athletic health care services according to the NATA Code of Ethics (See Appendix C: NATA Code of Ethics)
8. Graduate assistants will abide funding sponsors and assigned school/organization's policies and procedures along with all rules and regulations.

General Procedures

1. Please refer to Appendix D: Organizational Chart, for MTSU graduate assistants communication chain.
2. If a graduate assistant experiences a problem at their clinical site/school which they cannot resolve, the graduate assistant will report the problem to the funding sponsor. The funding sponsor addresses the problem with the identified person at the clinical site/school. If the problem continues, the funding sponsor reports the problem to the MTSU GAOP coordinator. The graduate assistant, funding sponsor, and GAOP coordinator meet with the clinical site/school administrators to discuss the problem. If the problem cannot be resolved, the graduate assistant may be assigned to another site and future graduate assistant support at the school will be determined.
3. If a graduate assistant has a problem with the funding sponsor that cannot be resolved, the graduate assistant will report the problem to the MTSU graduate

- assistant coordinator. Together they will meet with the funding sponsor to resolve the problem. If the problem cannot be resolved the future relationship between the graduate assistant and funding sponsor will be determined.
4. If a graduate assistant has a problem with the GAOP coordinator, the graduate assistant will report the problem to the Athletic Training Education Program (ATEP) Faculty. Together they will meet with the GAOP coordinator to resolve the problem. If this is not possible the ATEP faculty will progress through the normal chain of command to meet the needs of the student without compromising the program or relationships.

Duties of Involved Individuals

Graduate Assistant Outreach Coordinator

The GAOP coordinator is a full time faculty member of Member of Middle Tennessee State University. The GAOP coordinator is a member of the Health and Human Performance Department and teaches within the Undergraduate, Athletic Training Education Program. Duties of the GAOP are as follows:

1. Advertise for all graduate assistantship positions.
2. Determines whether or not the candidate meets academic requirements for advanced degrees (master or doctoral) at Middle Tennessee State University.
3. Distributes candidate materials to all funding sponsors for their review and possible interview.
4. Meets with candidate and acquaints them with the campus and facilities at MTSU.
5. Once the funding sponsor has approved a candidate, the GAOP coordinator will submit the name of that candidate to MTSU Graduate School for final approval and other relative information.
6. Keep files on all graduate assistants. The file will contain the graduate assistant's resume, contract, evaluations, and other relative information.
7. Communicates with and coordinates the MTSU ATEP faculty that visit each graduate assistantship site at least once a semester and evaluates each graduate assistant at least one-time each semester (See Appendix E – K: evaluation forms)
8. Serves as advisor to graduate assistants in the program to ensure successful progression toward the degree sought.
9. Reviews evaluations with graduate assistant and ATEP faculty and funding sponsor.

Middle Tennessee State University Athletic Training Faculty

ATEP faculty assists the GAOP coordinator in the following ways:

1. Assist with recruitment of interested persons for graduate assistantships
2. Assist with visitations to graduate assistant sites.
3. Assist with the evaluation of graduate assistants.
4. Reviews evaluations with graduate assistants.
5. Assist with administration and problem solving when the GAOP coordinator is not available.

6. Assist with GAOP duties in the absence of the GAOP.

Funding Sponsor

The funding sponsor has responsibilities to both the graduate assistant and the MTSU.

Graduate Assistant

Each funding sponsor is responsible for appointing at least one member of their organization to monitor the graduate assistant(s) under their contract. Duties and responsibilities of the funding sponsor are as follows:

1. Assist with recruitment of interested persons
2. Interview potential candidates that have expressed an interest in the Outreach Program to determine suitability within their system.
3. Interview qualified candidates can be either through electronic media or in person. The interview can be on site or at one of the professional meetings where candidates are recruited.
4. Encourage interested persons to visit their organization and MTSU
5. Determine which candidate they wish to have a contract offered to and make that information available to the GAOP coordinator for official notification and contractual finalization.
6. Provide an extensive orientation program for the graduate assistant(s) of the high school/institution/organization of whom the student will be assigned. The graduate assistant should be introduced to all coaches, administrators, and other associated personnel at the high school/institution/organization.
7. Provide scheduled meetings with appropriate health care professionals to ensure compliance with policy and procedures of that health care group and the high school/organization of whom they are assigned.
8. Complete a semester assessment of the graduate assistant in relationship to the work that is expected of that student. Items that need improvement should be highlighted and discussed. The graduate assistant receives a copy of the evaluation so they have ample opportunity to improve in noted areas.
9. Provide the graduate student(s) with all necessary support to help ensure that the graduate assistant and the graduate assistantship program can succeed and meet the needs of the population being served.

Middle Tennessee State University

The educational institution provides the clinical site for the Graduate Assistantship Outreach Program. The duties and responsibilities of the funding sponsor to MTSU are as follows:

1. Provide an adequate space for the graduate assistant to perform their duties.
2. Provide the graduate assistant with the policy and procedure manual for their clinical site
3. Provide an orientation to the facility and staff that the graduate student will have contact with while performing their assigned duties.
4. Complete a semester assessment of the graduate assistant in relationship to the work that is expected of that student. Items that need improvement should be

highlighted and discussed. The graduate assistant receives a copy of the evaluation so they have ample opportunity to improve in noted areas. A copy of the assessment will be sent to the GAOP coordinator and kept in the graduate assistant's file.

5. Attend graduate assistant outreach program meetings on an as needed basis.

Graduate Assistant

The graduate student/assistant provides the daily health care to the athletes at their assigned institution/organization. The duties and responsibilities of this graduate assistant are as follows:

1. Provide twenty (20) hours of athletic training coverage per week to the institution/organization or 800 hours over the academic year.
2. Provide the documentation for injuries and the rehabilitation of those injuries
3. Develop a system of ordering appropriate supplies for the institution, usually in cooperation with the school athletic director and funding sponsor.
4. Maintain BOC certification and state licensure status.
5. Maintain CPR and AED certifications.
6. Attend yearly OSHA training.
7. Continue to meet the continuing education unit guidelines of the BOC.
8. Develop a working relationship with all coaches and administration at the institution.
9. Work with the parents/guardians of all student athletes.
10. Continue to make adequate progress towards their degree program at MTSU
11. Attend all graduate assistant outreach program meetings.
12. Assist in the clinical instruction of the MTSU undergraduate Athletic Training Education Program when students are assigned to their institution/organization.
13. Provide a semester assessment of the graduate assistant outreach program.
14. Provide a semester self-assessment.
15. May be able to assist in the classroom instruction of the MTSU undergraduate Athletic Training Education Program from time to time.

Graduate Assistant Compensation

Each academic year, graduate assistants will receive the following compensation:

1. Tuition (for both in state and out of state applicants); please note that any fees associated with course registration will be the responsibility of the student
2. Stipend:
 - a. Approximately 8,200.00 for Master's candidates
 - b. Approximately 13,000.00 for Doctoral candidate
3. Registration fees for one meeting (TATS, SEATA, or NATA) will be reimbursed after the meeting has occurred with proof of attendance at the meeting (travel and related expenses are the responsibility of the graduate assistant). This is done based on fund availability.

Additional compensation opportunities:

1. Tuition for one three (3) hour summer course may be considered with restrictions that include: money availability, the course is required for their program of study, if the student is completing their degree that semester/term, if they are presenting or publishing their research during that semester/term.
2. The MTSU Graduate School provides funding for students to attend professional meeting in which they are presenting. An application form must be submitted to obtain this funding.
3. Doctoral Degree seeking students can apply for additional monies for summer tuition through MTSU Graduate School.

Appendix A

Standards for Outreach Graduate Assistantship Sites

Prior to beginning a partnership between Middle Tennessee State University and a Funding Sponsor, high school/institution/organization sites must be visited and evaluated by the GOAP coordinator. The following criteria must be met and established to be considered:

1. Provide an adequate space for the graduate assistant to perform duties
2. Meet Occupational Safety and Health Administration (OSHA) guidelines for health care professionals.
3. Provide graduate assistant with a policy and procedure manual for their clinical site.
4. Provide an Emergency Action Plan for the site
5. Demonstrate proof of financial commitment to the athletic training program
6. Funding sponsor, high school/institution/organization is willing to perform duties outlined in MTSU Graduate Assistant Outreach Program Policies and Procedures Manual

Appendix B

Sample Graduate Assistantship Position Announcement

Position Job ID: 5741

Position: **Graduate Assistant**

Category: College- Part Time

Description:

WORK ONLY 20 HOURS PER WEEK! These graduate assistantships are at local secondary high schools and are limited to 20 hours per week for a 10 month contract (12 month contract for doctoral students). Multiple graduate assistant positions available. Full tuition waiver, stipend, and other possible benefits (partial funding to either the district or national convention). If the candidate has a desire they can also provide assistance to the undergraduate curriculum in teaching, administrative duties, and other opportunities. Top priority is for you to obtain your advanced degree.

Qualifications:

NATA certified and eligible for state of Tennessee licensure. Must be able to enter graduate school without restrictions - apply to graduate school on line. This is a part of the Graduate Assistantship Outreach Program and placement is at one secondary high school. We limit our Graduate Students to 20 HOURS PER WEEK!

Location:

Middle Tennessee State Univ

Health and Human Performance

Middle Tennessee Blvd

Murfreesboro, TN 37132

Phone: 615-904-8453

Fax: 615-904-8469

Contact:

Dr. Bill Whitehill Associate Professor

Email: wwhitehi@mtsu.edu

Application Procedure:

Apply on line to the Middle Tennessee State University Graduate School, send either a hard copy or electronic copy of your cover letter and resume to Dr. Whitehill, any questions call 615-904-8453.

Apply-By Date: July 1, 2007

Starting Date: August 1, 2007

Employer Information:

Middle Tennessee State University

HHP

PO Box 96

MTSU

Murfreesboro, TN 37132

Employer Description:

Review of applications will begin immediately and continue until the positions are filled. Individuals should forward a letter of application, resume, transcripts and name and addresses of three individuals as references to Dr. Bill Whitehill, Graduate Assistantship Outreach Program, PO Box 96, MTSU, Murfreesboro, TN 37132 or email to wwitehi@mtsu.edu.

Appendix C

NATA Code of Ethics

PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:

Members shall respect the rights, welfare and dignity of all.

- 1.1 Members shall not discriminate against any legally protected class.
- 1.2 Members shall be committed to providing competent care.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
- 3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
- 3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

- 4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
- 4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that

reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

September 28, 2005

REPORTING OF ETHICS VIOLATIONS

Anyone having information regarding allegations of ethical violations, and wishing to supply such information to NATA, shall supply this information, with as much specificity and documentation as possible, to NATA's Executive Director or Chair of the Ethics Committee. Information need not be supplied in writing, and the reporting individual need not identify him or herself. Information, however, that is too vague, cannot be substantiated without the assistance of the reporting person, or information where, in the opinion of the NATA Executive Director or Ethics Chair, there is no need for anonymity for the reporting individual will not be forwarded for action by the committee.

An individual may report information on the condition that the individual's name or certain other facts be kept confidential. NATA may proceed with an investigation subject to such a condition; however, NATA must inform the reporting individual that at some point in the investigation NATA may determine that it cannot proceed further without disclosing some of the confidential information, either to the applicant or member under investigation or to some other party. A reporting individual, upon receiving this information from NATA, may decide whether or not to allow the information to be revealed. If the reporting individual decides that the necessary information must remain confidential, NATA may be required to close the unfinished investigation for lack of necessary information. Individuals are strongly encouraged to provide relevant information, with as much detail as possible, in writing to:

NATA
Ethics Investigations
2952 Stemmons Frwy
Dallas, TX 75247-6196

**Appendix D
Organizational Chart**

MTSU Graduate School Office

Athletic Training
Education
Program Faculty

Graduate
Outreach
Coordinator

Funding Sponsor
School/
Organizational

Graduate Assistant

Mrs. Deborah Williams
HHP Graduate Secretary

Ms Tamatha Sanchez
HHP Accounting Clerk

Graduate Outreach Coordinator: Dr. William Whitehill

Athletic Training Education Program Faculty: Dr. Helen Binkley and Mrs. Kristin Phillips

Appendix E
Middle Tennessee State University
Graduate Assistant Outreach Program
Graduate Assistant Evaluation of MTSU

 Name of graduate assistant

 Date

 Site

Rate your professional development, using the following scale:

4 = Excellent

3 = Above Satisfactory

1 = Satisfactory

0 = Below Satisfactory

Availability of GAOP coordinator	4	3	1	0
Availability of other MTSU A.T. Faculty	4	3	1	0
Site visitations by MTSU	4	3	1	0
Communications with MTSU Outreach Program	4	3	1	0
Continuing education opportunities	4	3	1	0
Relationship with MTSU A.T. Faculty	4	3	1	0
Takes initiative	4	3	1	0

Strengths:

Weaknesses:

Comments:

 Graduate Assistant Signature

Appendix F
Middle Tennessee State University
Graduate Assistant Outreach Program
Graduate Assistant Evaluation Funding Sponsor

Name of graduate assistant

Date

Site

Rate your professional development, using the following scale:

4 = Excellent

3 = Above Satisfactory

1 = Satisfactory

0 = Below Satisfactory

Orientation to site	4	3	1	0
Availability of funding sponsor	4	3	1	0
Site visitations by funding sponsor	4	3	1	0
Communications with funding sponsor	4	3	1	0
Meetings with funding sponsor	4	3	1	0
Communication with physician	4	3	1	0

Strengths:

Weaknesses:

Comments:

Graduate Assistant Signature

Appendix G
Middle Tennessee State University
Graduate Assistant Outreach Program
Graduate Assistant Exit Evaluation

Name of graduate assistant

Date

Site

Rate your professional development, using the following scale:

4 = Excellent

3 = Above Satisfactory

1 = Satisfactory

0 = Below Satisfactory

Recruitment procedures	4	3	1	0
Contract procedures	4	3	1	0
Orientation	4	3	1	0
Availability of funding sponsor	4	3	1	0
Site visitations by funding sponsor	4	3	1	0
Communications with funding sponsor	4	3	1	0
Meetings with funding sponsor	4	3	1	0
Communication with physician	4	3	1	0
Availability of GAOP coordinator	4	3	1	0
Availability of other MTSU A.T. Faculty	4	3	1	0
Site visitations by MTSU	4	3	1	0
Communications with MTSU Outreach Program	4	3	1	0
Continuing education opportunities	4	3	1	0
Relationship with MTSU A.T. Faculty	4	3	1	0
Registration for classes	4	3	1	0
Academic advisement	4	3	1	0

Strengths:

Weaknesses:

Comments:

Graduate Assistant Signature

Appendix H

Middle Tennessee State University Graduate Assistant Application and Program Checklist

The complete application for the Graduate Student in Health and Human Performance includes the following materials:

1. _____ Application Form and application fee (apply on-line at <http://mtsu.edu/~graduate/apply.htm>)
2. _____ Official Gradual Record Exam (GRE) scores
Scores **must be sent directly from** GRE Testing Center to MTSU (Institution code 1466).
Note: Successful MS applicant typically have scores on the GRE Verbal and Quantitative measures which exceed 400 with a total combined score that exceeds 800. A successful PhD applicant typically will have scores on the GRE Verbal and Quantitative measures which exceed 400 and combined scores that exceeds 1000.
3. _____ Official transcripts certifying coursework from each college or university attended.
Official transcripts **must be mailed directly from** the institution to:
MTSU College of Graduate Studies
P.O. Box 42; Sam Ingram Building
Murfreesboro, TN 37132
Note: All applicants to the College of Graduate Studies must have an overall undergraduate grade point average (GPA) of 2.75 (on a 4.0 scale) to be considered for unconditional admission. **Graduate Assistants must have a GPA of at least 3.0, whether undergraduate or graduate, and be unconditionally admitted to a program.**
4. _____ 3 letters of recommendations that address academic qualifications and potential for success must be mailed to MTSU College of Graduate Studies
5. _____ Statement of purpose (for MS in HPERS applicants, only) 400 word statement of purpose giving your reason for applying to the program, your academic interest, and professional goals.
6. _____ International applicants must include Official TOEFL (Test of English as a Foreign Language) scores sent directly from the Testing Center to MTSU (institution code 1466). International applicants may have additional admission requirements and should contact the International Programs and Services Office at 615-898-2238

All application documents should be sent directly to Ms Anita Hermes, MTSU College of Graduate Studies, Box 42, Murfreesboro, TN 37132. (non U.S. citizens should send documents to Ms. Melissa Lowrance at the same address.) Your file will be maintained in the College of Graduate Studies until all application materials are received. When your file is complete, it will be routed to the department for evaluation and an admission recommendation to the College of Graduate Studies. The Dean of the College of Graduate Studies has final approval authority for all graduate admissions and graduate assistantships. If you have questions concerning your application status, please contact Ms. Hermes by email at ahermes@mtsu.edu or by phone 615-898-5352. You may also check your application status by accessing PIPELINEMT, MTSU's online student resource.

Application for Graduate Outreach Program in Athletic Training Assistantship must include the following:

7. _____ A resume, cover letter, and 3 letters of recommendation for athletic training service/ability mailed to:
Graduate Assistant Outreach Program: Attn. Ms. Deborah Williams
MTSU Health and Human Performance
P.O. Box 96
Murfreesboro, TN 37132
8. _____ Copy of Athletic Training Certification mailed to Graduate Assistant Outreach Program.
9. _____ Copy of Tennessee State License for Athletic Training mailed to Graduate Assistant Outreach Program.

Ms. Shirlene Rea in the Health and Human Performance Graduate Program Office is also available to assist you with questions regarding your admission status. Ms. Rea email address is Shirlene.Rea@mtsu.edu and her phone number is 615-898-2147