

# The University of Tennessee at Chattanooga Athletic Training Education Program

## Vacation/Personal Time Request

The Athletic Training Education Program faculty believes the students should be able to develop their own schedules abiding by the guidelines provided in the clinical rotation plan. Those guidelines are provided to all students, but the second year students are specifically responsible for providing the finished schedules to their respective ACIs for approval. Situations may arise that would require additional consideration when developing student schedules for clinical experience. Students are required to complete the Vacation/Personal Time Request form when they would like to have time pre-approved for events such as family gatherings, weddings, early vacation departures, family illness, surgery, etc. They are required to present this form to the ACI or second year student preparing the schedule at least one week in advance (earlier if possible).

Please excuse this student from any clinical experience duties during the following time period.

Student Name: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

Signature of ACI: \_\_\_\_\_ Date: \_\_\_\_\_

GATP Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

(ATEP Director or Director of Clinical Education)