

## Appendix E – Guidelines and Recommendations for Writing Site Visit Report

1. The report should be well written and professional in all aspects. There should be particular attention to choice of words and to correct use of spelling, punctuation and grammar since these components reflect on the professionalism of the PAC. While the length of reports varies, the content and scope should reflect the depth and thoroughness of the site visit on-site evaluation.
2. In preparing the report, the writer should remain cognizant of the two primary functions of the report:
  - a) It is an avenue for feedback to institution personnel regarding the site visit team's perception of their entry-level athletic therapy education program; and
  - b) It is a critical element the basis upon which the PAC members will make their decision regarding the accreditation status on the institution.
3. Direct quotes should not generally be attributed to specific individuals who were interviewed, especially if the quote could be construed in a negative manner or constitute a criticism of personnel or programs. Statements such as "There appears to be concern on the part of students regarding the quality of clinical instruction" may be appropriate. However, a statement such as "Susie Jones, senior student therapist, stated that Mr. Bill Smith is a poor clinical instructor" is inappropriate.
4. Site visitation team recommendations that might affect personnel should be developed carefully. For example, the report may point out that "there appears to be a faculty/student morale problem which is having a negative effect on clinical instruction" and that this problem must be addressed and resolved before accreditation can be granted. This approach allows the site visitation team to report its observations and permits institution personnel to draw their own conclusions as to the solution to the personnel problem.
5. In general, the report should clearly identify program strength and deficiencies violations (of the "Accreditation Standards") and include brief commentary or an explanation for how grading/scoring for each competency was determined (Not Yet Compliant, Partial-Compliant, or Compliant).
6. While some flexibility is permitted with regard to the amount and detail of commentary within the report, the outline provided in the site visit report document should be followed as closely as possible. Particular care should be taken when wording the deficiencies and the recommendations sections, since these sections of the report refer directly to program competencies in which an institution has been deemed to be of partial compliance (PC) or not yet compliant (NYC).