
HPEM 5399	Health Administrative Residency/Internship	Credit Hours: 3
Semester: Spring	Year: 2023	
Class Days/Times: Experiential Course	Class Location: Experiential Course	

Instructor of Record: Michael H. Kennedy, PhD, MHA, FACHE
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Office Hours: By Appointment. Email or call to schedule.

Course Description: Students will prepare a written report/portfolio of their observations and experiences and prepare a poster or presentation of their findings to include citations of important literature.

Prerequisite: Completion of 24 credit hours in the MHA program and selection of option (traditional or project) approved by preceptor and program director.

An internship work plan and tentative schedule must be signed by the student, preceptor, and course instructor, and must be approved by the MHA program director prior to course registration.

Traditional Option

Students are required to successfully complete a semester long internship consisting of a minimum 135 hours as part of their mandatory requirements to meet graduation eligibility. The internship meets the requirement of 3 credit hours of experiential/immersive learning as designated in the program curriculum. Students will receive a real work experience in a health care environment and identify learning opportunities associated with collaboration and leadership. At the completion of the internship, the student will prepare a report and poster presentation identifying the skills and knowledge gained during the internship. Students will also be responsible for submitting 4 reflection journals during the semester which will become a part of the overall course evaluation.

Project Option

Students, in collaboration with their preceptor, are required to identify a management, technical or administrative task or problem(s) that can be completed while the student is interning in the health care organization. The project must be approved by the preceptor with the understanding of the time needed for completion must fall within the internship constraints of a minimum of 135 hours. At the conclusion of the internship the student will prepare a report and poster presentation describing the project(s) work. With the preceptor's approval, the student will submit the report to the course instructor along with recommendation(s) pursuant to the resolution of said project(s). Students will also be responsible for submitting 4 reflection journals to faculty instructor during the semester which will be a part of the overall course evaluation.

Student Learning Outcomes (SLO or “course objective”): Upon successfully completing this course, the student will be able to:

1. Apply theoretical foundations to real world work environments.[PLO A]
2. Develop critical thinking skills applicable to administrative roles and responsibilities in health care environments. [PLO A, D]
3. Gain experience and knowledge of the daily operations for health care administrators. [PLO A]
4. Demonstrate the ability to work effectively as a member of a team with diverse backgrounds while modeling ethical behavior. [PLO B, C, D, E]
5. Gain exposure to the interrelationships and interdependencies within health care organizations and entities. [PLO C]

Course Assessment/Methods of Evaluation:

Assignments		
Reflection Journals (1 per month)	10%	
Poster Presentation and Report	50%	
Preceptor Evaluation	40%	
Total	100%	

Course Grade Scale: Pass (P) or Fail (F)

Linked MHA Program Learning Outcomes:

- PLO A.6- Policy analysis: Understand the policy-making process and the role of public health politics; assess a problem and identify and compare potential policy solutions; and understand and critically assess methods to evaluate policy impact. (Intermediate)
- PLO A.8- Operational analysis: Analyze, design, or improve an organizational process, including the use of quality management, process improvement, marketing and information technology principles and tools. (Advanced)
- PLO B. 1- Convey: Speak and write in a clear, logical, and grammatical manner in formal and informal situations; prepare cogent business presentations; facilitate an effective group process. (Advanced)
- PLO B. 3 - Interact: Perceive and respond appropriately to the spoken, unspoken, or partly expressed thoughts, feelings, and concerns of others. (Advanced)
- PLO C.2 - Accountability: Hold self and others accountable to standards of performance; encourage commitment to the long-term good of the organization. (Advanced)
- PLO C. 5 - Collaboration: Work collaboratively with others as part of a team or group, demonstrating commitment to the team’s goal and encouraging individuals to put forth their best effort. (Intermediate)
- PLO D. 2 - Behave ethically and promote standards of ethical behavior throughout public and healthcare organizations and professional communities. (Advanced)
- PLO E.1 - Actively seek feedback from others, reflecting and learning from successes and failures of professionals in public health and healthcare. (Intermediate)

Required Textbook: None

Student Assignments:

- **Reflection Journals:** The disciplines of reflecting and writing are key practices that every leader should develop. We learn to think by thinking and putting those thoughts to paper help us to organize, process, formulate ideas, concepts, and principles. Students will be required to submit 4 reflection journals to the faculty advisor. Each journal should be completed at the end of 3-4 weeks of participation and outline the following areas:
 - Actions or learning activities conducted since the last journal/progress note.
 - Competencies addressed during the designated time frame.
 - Opportunities and/or challenges related to specific projects and/or designated goals and objectives.
 - Overall reflection that involves the use critical thinking skills.
 - Each journal should utilize 12-point font and double-spaced formatting. There is not a specific paragraph or page requirement but well-thought-out responses to the above criteria should merit approximately 2-3 typed pages. Journals will be graded by the faculty advisor who may also provide additional guidance and requirements. Late Journal submissions are not allowed without prior instructor approval.
 - Journals are scored as PASS/FAIL. A 100-point scale is used with below 70 a FAIL.
- **Final Report and Poster Presentation**
 - At the end of the residency/internship, the student will submit a report to both the faculty advisor and site preceptor which will identify the learning experience and accomplishment of the objectives.
 - o Formatting guidelines - The format for the report is APA (American Psychological Association) style, 12-point font, double-spaced pages with 1-inch margin on all sides. Although it is hard to provide a hard rule for length of paper due to variance in residencies/internships, a practical guide would suggest between 12-15 pages.
 - **Poster Presentation** - Based on your final report the student will be required to develop and present a poster presentation.
- **Preceptor Evaluation**
 - An evaluation by the student preceptor will be completed prior to the end of the semester.

Academic Honesty:

- Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.
Cheating
- Dishonesty of any kind involving examinations, assignments, alteration of records, wrongful possession of examinations, and unpermitted submission of duplicate papers for multiple classes or unauthorized use of keys to examinations is considered cheating. Cheating includes but is not limited to:
- Using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class.
- Falsifying or inventing any information, including citations, on an assigned exercise.
- Helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism

- Plagiarism is presenting the words or ideas of another person as if they were your own. Materials, even ideas, borrowed from others necessitate full and complete acknowledgment of the original authors. Offering the work of another as one's own is plagiarism and is unacceptable in the academic community. A lack of adequate recognition constitutes plagiarism, whether it utilizes a few sentences, whole paragraphs, articles, books, audio-visual materials, or even the writing of a fellow student. In addition, the presentation of material gathered, assembled or formatted by others as one's own is also plagiarism. Because the university takes such misconduct very seriously, the student is urged to carefully read university policies on Misconduct in Research and Other Scholarly Activity 05.00. Examples of plagiarism are:
- Submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another.
- Submitting a work that has been purchased or otherwise obtained from an Internet source or another source.
- Incorporating the words or ideas of an author into one's paper without giving the author due credit.

Adding/Dropping:

The official deadline for adding and dropping courses is as published in the academic calendar and Graduate Bulletin (typically the day before Census Day). However, students are strongly encouraged to meet with their graduate advisor or the Program Coordinator prior to adding/dropping courses. Movement into and out of classes after the 4th class day requires approval of the Program Director. Students can drop until mid-semester without a WP or WF. Drops after mid-semester require approval of the Dean. Each student is responsible for their own enrollment status with the university.

Disability Accommodations:

UTHSCT abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which mandate reasonable accommodations be provided for students with documented disabilities. If you have a disability and may require some type of instructional and/or examination accommodations, please contact me early in the semester so that I can provide or facilitate provision of accommodations you may need. If you have not already done so, you will need to register with the Student Services Office (located on the UT Tyler Campus). You may call 903-566-7079 for more information.

Technical Support: <https://www.uthct.edu/technical-support>

Online Student Orientation: <https://www.uthct.edu/new-student-orientation>

Note: The Instructor retains the right to change this syllabus.