

## HCA 546 Master of Health Administration Graduate Internship

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### **Course Information and Internship Experience:**

The internship provides the student administrative experience with a health care provider or health related organization. Students are expected to secure the internship site during the last academic semester and are responsible for all university and facility requirements during the internship. Participating agencies will have a qualified administrator to serve as preceptor. Off-campus learning experiences are required and a ***WKU Release and Waiver of Liability and Assumption of Risk Agreement must be completed.*** Interns are not permitted to take other courses during internship.

The Health Care Administration program requires students to complete a twelve (12) week, full-time internship experience in an approved health care facility. In order to be eligible for an internship, the student **MUST** meet the following course prerequisites and requirements:

- Completion of all program course requirements, general education and electives.
- Possess a MINIMUM OVERALL GPA of 2.5.
- Permission of the internship supervisor.
- Comply with internship placement policies and procedures (Healthcare Administration Program Internship Guidelines”.
- Submit an application for internship to HCA Program Director.

Complete details on internship requirements can be found at:

[https://www.wku.edu/publichealth/masters\\_healthcare\\_administration.php](https://www.wku.edu/publichealth/masters_healthcare_administration.php)

Students should read carefully the guidelines prior to the beginning of their internship.  
For more information, contact the MHA Program Director, Dr. William Mkanta.

**Required Text: None**

### **Course Objectives:**

The purpose of the administrative internship experience is to provide the student with opportunities in an operational environment to:

1. Acquire and demonstrate competencies expected in a professional managerial environment within a health care organization as outlined above.
2. Integrate and apply the academic theory and knowledge acquired in the classroom to the actual practice of health care management.

3. Acquaint the student with various consumer, customer or client populations, organizational activities, scope of services, and required personnel within the internship organization.
4. Develop objective methods for evaluating responsibilities, decisions, and operations relative to effective and efficient management and organization of a health care organization.
5. Assess the external environmental factors which affect the strategic ability of the health care organization to operate such as: community organizations, advocacy organizations, civil rights organizations, federal and state regulatory agencies and regulations, reimbursement mechanisms and constraints, certification and accreditation procedures, public attitudes, consumers, competition, or unions.
6. Acquaint the student with the interrelationships and interdependencies of the various components of the health care delivery system and the interfaces to the internship organization.
7. Observe and study the interrelationships and interdependencies within the health care organization.
8. Allow students to assess the suitability of his/her qualifications for and commitment to the profession of health care management.

### **Grading**

All items must be completed, for a total of 150 points, in order to receive a “pass” grade for the internship. Students that fail to submit items weekly will receive an “Incomplete” for the final grade until Instructor has adequate time to review all documents. Failure of student to complete any of the required items will result in a fail for the internship.

Required items include but are not limited to the following and are all found on Blackboard, include weekly reports, weekly activity logs, discussion boards, goal setting worksheet, evaluation forms, site visit and a project.

There are no exams for this course.

### **Course Information**

·Late Work: make up work is only possible with permission from the instructor.

· A calendar of assignments, instructions and/or due dates will be available, as applicable, on Blackboard and discussed during initial and/or follow up meetings with Instructor. Assignments are not “received” until the instructor can open and read it.

· Contacting Instructor: I do maintain regular office hours, but I can also be reached outside of those hours by email or phone. Please do not text me as I will not respond to text messages. If you do send an email or leave me a message, do not expect a response until the next scheduled office hours.

**Evaluation:** Grading is pass/fail. Students are required to complete all internship requirements, with validation from preceptor, at an approved healthcare facility in order to pass this course.

**Classroom Environment:** All students taking this course are expected to have read policies regarding *Academic Integrity*:

<http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/P1Policy/14AcademicOffenses.htm>

**Student work may be checked using plagiarism detection software.** Please be aware that plagiarism will not be tolerated under any circumstances. The penalty for plagiarism will be a zero for the assignment. If you have any questions as to what constitutes plagiarism, ask me! Furthermore, cheating on exams and/or assignments will not be tolerated, and the penalty is an automatic “0” for the test or an “F” in the course. This penalty works both ways. This means that if you copy someone else’s work OR allow someone else to copy your work then it is an automatic zero. Do not put yourself in this unfortunate situation—risking a poor grade does not begin to compare with getting an “F” for the entire course. Be advised that I will not hesitate to enforce this policy if necessary. This applies to **all** assignments including discussion board postings.

**Students with disabilities who require accommodations:** In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services (OFSDS) in DUC A-200 of the Student Success Center in Downing University Center. The OFSDS telephone number is 270-745-5004; TTY is 270-745-3030. Per University policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

See page 4 for HCA 546 Student Affirmation and consent to discuss grades via email.

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

Course\_\_\_\_\_HCA 546\_\_\_\_\_

**Discussing grades via email**

You will be able to check your grades in an online grade book. You can ask me about grades via email, but I prefer not to reply in any detail using email, unless I have your written signature. (This is to protect your privacy as email is not a private form of communication). Read and select one of the following:

\_\_\_\_\_‘I give my consent to the instructor to discuss my course grades with me via email.’

OR

\_\_\_\_\_‘I prefer the following method for discussing course grades (e.g., phone call, wait for registrar’s notice at the end of the term). Choice is subject to a negotiation of a mutually acceptable method.’

**Student Signature**

Please read, sign, and date the following statement:

“I have a copy of the HCA 546 Course Syllabus and understand and accept its contents. I also understand that work in this course must be my work, and all required assignments, projects, and tests must be completed to receive a passing grade for this course.”

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date