COURSE NO., HOURS, AND TITLE: HCM 422 3-12 Health Care Management Internship

COURSE DESCRIPTION:
Students are assigned to a University approved health care organization engaged in activities related to health care management and to the student’s career objectives. The student will perform duties and services as assigned by the preceptor by completing an assigned work project which is managerial/analytical and of value to the organization. Report logs and performance evaluations are required. Hours and credit arranged individually. Minimum 150 contact hours required. Mandatory Pass/Fail. No repeat allowed on Fail. Not for Graduate Credit. Prerequisite: Minimum grade of C in all HCM core courses. Restricted to HCM majors.


COURSE OBJECTIVES:

The student will have:

1. Exposure to health care management activities/departments which comprise the typical health care facility;
2. An opportunity to observe and to interact with persons in health care management positions;
3. An opportunity to gain practical experience in a specific area of interest and make a contribution to the sponsoring facility by completing project(s) assigned to them by the internship site supervisor on location;
4. An opportunity to practice professionalism and develop new skills pertaining to various aspects of health care management; and
5. To produce a report or other material demonstrating the student’s analytical and writing abilities.

REQUIREMENTS:

1. The student is required to complete an Internship Agreement and Internship Objectives prior to beginning the internship.

   a. The student, with the guidance of the faculty member, is responsible for identifying a suitable health facility internship site and for negotiating the structure and terms of the internship. This includes the internship location, assigned duties and responsibilities, work hours, objectives, and (if applicable) travel, housing, and employer benefits.

   b. The faculty member is responsible for ensuring that the approved internship is consistent with the student’s academic program and career goals. The internship must provided the student with an opportunity to apply skills gained in the academic setting to real work situations; must be directly related to the student’s academic and career objectives; and serve as a supplemental source of learning.
2. The student, prior to seeking faculty approval, must pass HCM 421 with C average in HCM courses, complete an updated resume and cover letter, and must complete the Internship Agreement Form with internship objectives. Each form must be signed by the student, the supervisor, and the faculty coordinator. Student will provide a Statement of Understanding signed, current TB test copy, and medical sheet signed prior to start of internship. Background check, drug screening test, and orientation package may be required from internship sites. Failure of background check or drug screening test may result in student failing due to being unable to meet internship requirements for the degree. When possible, student may need to attempt to find an alternate internship within timeframes allocated or a subsequent semester.

3. The student must maintain weekly Internship Logs during the time of the internship to record hours worked, tasks, and objectives accomplished. (See HCM 422 packet for details). The student and the supervisor must submit log pages or a verification of hours at the work site. Hours will not count if not performed at internship site. Three or more absences will result in supervisor notifying coordinator of student’s lack of attendance at internship resulting in a Fail for course unless absences had prior approval by coordinator and supervisor.

4. The student must provide the supervisor with copies of the Evaluation Forms, Supervisor’s Directions Sheet, and Student Attendance Sheets. The original signed Evaluation Forms and Student Attendance Sheets must be returned to the coordinator by the supervisor in a confidential manner (scanned and emailed, faxed, or mailed).

5. At the request of the coordinator, the student may schedule an appointment for the coordinator and the supervisor to talk with the student. Such meetings may be scheduled prior to the internship, during the internship, and/or at the completion of the internship. Coordinator will make contact (in person, phone, or email) with the supervisor at least once during each semester. If problem/s are evident, coordinator and supervisor will talk until situation is resolved.

GRADING:

All students are graded on a Mandatory Pass/Fail basis. To receive a grade of Pass (P), a student must satisfy all of the following:

1. Coordinator approved (prior to beginning the internship) Statement of Understanding, Internship Agreement Form, including objectives and project(s) to be assigned, TB copy, and medical sheet signed.

2. Weekly Internship Log’s provided to the coordinator submitted on Desire2Learn within one week of hours interned at the approved internship site or a repeat of hours will be required. Log must indicate satisfactory completion of the planned Internship Objectives and contact hours required for credit hours registered.

3. Signed originals of the Supervisor’s Evaluation forms with minimum average of four out of five in major areas submitted to the coordinator. Supervisor’s student attendance sheets must be attained at 1/3 completion of internship, 2/3’s completion of internship, and final week of internship with hours comparable with student’s Log hours obtained at internship site.
4. Student’s work and demeanor be of such quality that supervisor would recommend student for a position in health care management. Adherence to HCM 422 Guideline Packet, internship site protocols, and SIUC Student Conduct Code will be followed. (Go to: http://policies.siuc.edu/policies/conduct.html). Any form of unethical or dishonest behavior (i.e., falsification of weekly logs, papers, projects, unexcused absences, late arrivals, dress code violations, use of cell phones at internship site, etc.) will be grounds for removal from internship resulting in a Fail for the course and a program committee review for permanent removal from the HCM program and possible removal from the University. Professional ethical behavior is a requirement for this course. This internship is not a typical credit course, but a course encompassing all aspects of your HCM program and to be treated as a professional job.

5. Student will provide properly completed Department Papers and Updated Resume submitted on Desire2Learn to the coordinator by designated date prior to the end of the semester. Samples of projects and/or activities performed during internship will be submitted to coordinator when possible.

6. See HCM 422 Guideline Packet for specific details for course.

**TEXTBOOKS:** None

**Required:** Current HCM 422 Internship Packet.
   Will be modified each semester for most current updates as necessary.
Prerequisite: minimum grade of C in all Health Care Management courses.

Internships within the Health Care Management (HCM) program are designed for all students in the health care industry. The internship is intended to provide an introduction to the “real world” of health care and an opportunity to “see theory in practice” in the health care management setting. Internships may be completed in hospitals, outpatient clinics, long-term care facilities, home health agencies, health departments, or other appropriate health care agencies/organizations that are consistent with the students' future occupational goals and interests. A 12-credit-hour internship implies 600 contact hours of service, which equates to 50 contact hours for every credit hour registered for internship that semester. The following are goals for the internship experience:

- To provide students with exposure to the multitude of activities/departments which comprise the typical health care facility;
- To provide students an opportunity to observe and to interact with persons in health care management positions;
- To provide an opportunity for students to gain practical experience in a specific area of interest and make a contribution to the sponsoring facility by completing project(s) assigned to them by the internship site supervisor; and
- To provide students an opportunity to practice professionalism and develop new skills pertaining to various aspects of health care management.

In addition to University requirements, students must successfully complete all forty-five hours of HCM core courses with a grade of C or better as a prerequisite to registration prior to completing their required Health Care Management Internship and be in their final semester of HCM coursework unless exceptions with approval may occur for a two semester internship. Mandatory coursework includes: Health Policies and Politics, Marketing for Health Care Organizations, U. S. Health Care Systems, Organizational Behavior and Management in Health Care, Statistics for Health Care Professions, Health Information Management, Analysis and Evaluation of Health Care Services, Health Economics, Strategic Planning and Leadership in Health Care, Health Care Finance, Legal Aspects and Current Issues in Health Care, Managing Human Resources and Labor Relations in Health Care Organizations, Operations Management and Quality Improvement in Health Care, Health Care Ethics Coding and Compliance, and Professional Practice for Health Care Managers. Remaining hours of electives may include: Health Care Management, Business and Administration, Finance, Psychology, or Information Technology as listed in university catalog. These courses are designed to provide a broad view of the entire health care system and an understanding of health care organizations to better prepare students for the internship experience. HCM Internship is allowed to take one time, final semester. If failed, no repeating of HCM 422 is allowed for graduation from the HCM program.

Students participating in internships may be required to undergo a criminal background check and drug screening. Students who do not satisfactorily pass the background check and drug screening may find it difficult to secure an internship in the field of health care and may be removed from the HCM program unless special circumstances apply as determined by the HCM Academic Review Committee.

The internship requires the identification and completion of a project or series of projects mutually agreed upon by the campus internship coordinator, the site supervisor, and the student. The Internship Agreement requires a brief description of the duties that the students will perform and the activities in which they will participate during the internship. The internship Site Supervisor must sign the Internship Agreement and this form stating specific objectives and project(s) is to be returned to the Internship Coordinator BEFORE the student can begin any contact hours. At a minimum, students will be expected to:

1. Commence the internship at the beginning of the semester and serve required hours (600 clock hours for 12 hours credit = equivalent to 15 weeks at 40 hours/week). Proportionately fewer clock hours are served for fewer credit hours with an expectation of at least 50 clock hours per credit hour registered.
2. Receive “satisfactory” evaluations (3 evaluations for 12-credit hours or 2 for fewer hours) from site supervisors and the coordinator and with satisfactory completion of a major project or series of projects.

3. Submit on Desire2Learn a weekly log of daily/weekly experiences to document daily activities/meetings, etc. Use template in package for weekly log submission. Logs must be submitted within one week of completion or Log hours will need to be repeated. Log must be completed “in full” to receive credit for hours. Ex: Dates, time, hours worked, activities listed, and hours documented bottom of page. If incomplete, Log will be returned and if past deadline when returned, hours will need to be repeated.

4. Submit on Desire2Learn 1-2 page summaries describing each department through which a student rotated. Paper will detail functions and activities for the department. Ex: budget, organization, structure, typical operating problems, and specifics of your department. Discussion will vary according to internship site and departments.

**STUDENT’S PRE-INTERNSHIP PREPARATION PROCEDURES**

The following steps **MUST BE COMPLETED BEFORE** students may start their internship at a health care facility. Time frames and protocols will be followed or internship will be delayed until appropriate time frames are met. (See Procedures Tables).

1. The student will complete HCM 421 with a C or better prior to HCM 422. Student will download current packet from the HCM website link or D2L. Materials from HCM 421 will be on file with Internship Coordinator. Materials include: Statement of Understanding, SIUC Medical form, cover letter/s and resume. Student will provide prior to internship current Tb test results and completed Internship Agreement Form from an approved MOU internship site.

2. When student requests a new internship site, one will need to follow protocols to acquire new sites. Student will submit Additional MOU Request Form with all information (names, addresses, phone numbers, and email addresses) completed for requested facility. Internship coordinator will initiate talks with contact person to verify contact information. Subsequently, document will be submitted to Office Support Services in School of Allied Health to begin the Memorandum of Understanding (MOU) process **if that site does not have a current MOU or one expiring/expired**. The MOU is a legal document that protects the students, health facilities and the University in the event that something should happen to student while performing internship duties at the site. **Please allow a minimum of 3 months or more from the time the MOU is submitted to SIUC and the internship begins.** No guarantees are available for approval. Therefore, students shall apply to 3 or 4 places to potentially acquire an internship site.

3. After and/or during MOU approval process, student will provide letter/s and resume for review to coordinator (use template in packet for letter and resume) prior to deadline date for semester. After coordinator’s approval, student will mail materials to internship site when designated. Two to three weeks after mailed, if no response from site, student calls facility to verify and schedule an appointment for interview. After receiving interview date, student writes thank you note to HR personnel for appointment.

4. During interview, student provides Internship Agreement Form (IAF) to Human Resource Director. Student will request the IAF to be completed by HR or assigned preceptor as soon as possible and returned to student to submit to coordinator. Student and preceptor should retain a copy of IAF. All information will be typed or neatly written in IAF. Student will provide to Preceptor copy of General Guidelines for Internship.

5. After interview, student writes a thank you note to HR interviewer. At completion of interviews, student will determine site selection for internship. A thank you note is written to facility student accepts as internship site. If accepted at two or more sights, student will write thank you notes declining the offer for the internship position not accepting.
6. When both the approved MOU and IAF are completed, the student should register and then start the internship experience at the beginning of the semester. If students change clinical internship sites, they need both the agreement and the MOU for each site. Internships are to be completed in one semester.

7. All current immunizations must be on file at Student Health Services (on campus students) or with internship instructor/coordinator (off campus students). Results from your current TB skin test must be provided to internship coordinator/instructor prior to internship. A Hepatitis B immunization and a flu vaccine is highly recommended. If Hepatitis B immunization has NOT been received, a signed waiver must be documented on the Medical Form sheet (download from internship website). The flu vaccine is also highly recommended.

8. An Orientation package will be completed by student one to two months prior according to facility rules and regulations.

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**PRECEPTOR/SUPERVISOR GUIDELINES**

The role of the preceptor/supervisor is what one would normally perform with a new, entry-level employee on site. Throughout the internship the supervisor assumes a primary and critical role in the educational development of the student. This involves providing guidance, instruction, information and counseling within a supportive and professionally stimulating environment.

The internship seeks to:

A. Provide students with exposure to the multitude of activities/departments within a typical healthcare facility;
B. Facilitate the opportunity for students to observe and to interact with professionals in healthcare management positions;
C. Coordinate an opportunity for students to gain practical experience in a specific area of interest;
D. Contribute to the sponsoring facility by completing projects assigned to them by the site supervisor;
E. Provide students with an opportunity to observe and practice professionalism and develop new skills pertaining to various aspects of health care management.

**Responsibilities and Duties:**

1. Complete Internship Agreement Form and provide to student to submit to coordinator prior to internship start date.

2. Provide the student with an appropriate orientation to the organization. This would include information about the purpose, history, policies and personnel of the agency, as well as a brief rotation through appropriate departments as identified in the internship agreement.

3. Plan an appropriate project(s) and work schedule with the student.

4. Introduce the student to the organization’s personnel and other professionals and community members with whom he/she will be involved.

5. Orient other appropriate personnel who will be working with the intern as to the expectations and responsibilities of the site.

6. Provide adequate office space and support services for the student.

7. Develop a mechanism for providing the student with ongoing support.

8. Encourage the student to work independently while providing opportunities for information gathering and sharing.
9. Preceptor will be available for an Oral Evaluation discussion with HCM Internship Coordinator midway through internship to discuss intern’s progress. Preceptor will arrange to discuss the progress of the internship with the student after Oral Evaluation with the HCM Internship Coordinator.

10. At predetermined times, Preceptor will provide completed evaluation forms to HCM Internship Coordinator. Preceptor will complete two to three interim evaluations of the student on the forms provided. Three are needed for 12-credit hours or (2) for students completing less than 12 credits. At the end of field training experience, Preceptor will provide the SIUC/HCM Internship Coordinator with the final, 2 page, progress evaluation of the student's performance and progress on the form provided. Evaluation forms will be submitted by scanning and emailed to HCM Internship Coordinator.

11. Appropriately identify and address problem areas with the interns and/or Internship Coordinator immediately assuring resolutions are quickly implemented.

12. Provide opportunities for the student to become aware of the relationship between the host organization and other local, regional, and national organizations.

13. Provide opportunities for the student to become aware of the relationship between the host organization and the community.

14. Preceptor will provide student attendance sheets (SAS), completed on daily basis, in five week increments, to SIUC Internship Coordinator by email to HCM Internship Coordinator. It is student’s responsibility that supervisor is completing attendance sheet on daily basis and submitted at intervals required to healthcare internship coordinator.

15. Preceptor will also be available for discussion with coordinator midway through internship to discuss intern’s progress.

16. During internship, if possible, preceptor will assign a short, oral presentation for student experience as a leader/manager. (Ex: discussing a project, researched materials, portion of a meeting, client activities, etc.) Some internships will not be suitable for oral presentation.

17. Last two weeks of semester, please complete the following 5 minute survey monkey evaluation form on-line:
   Preceptor’s survey: http://www.surveymonkey.com/s/VTZZT5W

The HCM Internship Coordinator is: Dr. Sandra N. Beebe, Health Care Management, School of Allied Health, Mailcode 6615, SIUC, Carbondale, IL 62901-6615, Ph (618) 453-7202, (618) 534-6470, FAX (618) 453-7020, e-mail: sbeebe@siu.edu
1. **Length of internship**: Students are required to perform a minimum of 3 credit hours which equates to 150 service hours (3 credit hours x 50 hours/credit hour) during the semester. Internships range from 4 to 15 weeks during semester registered, student’s scheduled time frame, and/or time frame requested by preceptor to complete projects or activities. A 12 semester-hour internship implies at least 600 hours of service (15 weeks X 40 hours per week). This allows you to remain a full-time student, thus receiving normal student benefits. If you enroll for fewer semester hours, the amount of service decreases proportionately. If you wish, you may split your internship hours at two different sites. Unless approved otherwise by the SIUC/HCM Internship Coordinator, you should plan on spending the initial 4-6 weeks of the internship rotating through the various departments/work sites which are available at your internship site.

2. The **Memorandum of Understanding (MOU)**. The Memorandum of Understanding (MOU) between the University and the internship site must be initiated if no MOU is in current place for the site or one is expired. All internship sites must have an approved MOU in place for students to intern at the site. This process usually takes a minimum of 12 weeks (3 months) or more to complete. Students should begin new MOU process minimum one to two semesters prior to planned internship semester.

3. A template **cover letter and resume** are available for one to copy and paste providing the program information necessary to provide in your introduction to the internship site. See sample template to copy, paste, and fill-in necessary data. Specific information will need to be included and reviewed by coordinator if new site selected after HCM 421 is completed. HCM Internship Coordinator will need copy of materials prior to submission to any potential internship site. After approval, student sends to site and requests interview date.

4. The **Internship Agreement Form (IAF)**. The Agreement needs to be completed, signed, and returned to the HCM Coordinator, School of Allied Health after student and Preceptor have completed the form. (Provide IAF form at interview). Top third of IAF will be completed by student, middle third completed by Preceptor, and student/Preceptor sign lower portion of page. After completed, copy and provide IAF to HCM Internship Coordinator by email. HCM Internship Coordinator will sign and retain in student’s file. IAF is the legal contract between student and Internship Preceptor for evaluating student’s completion of objectives /activities /projects during internship. Student shall register for HCM 422 after MOU and IAF are on file with HCM Internship Coordinator. Once registration is completed, you may start the internship the first day of the semester or when authorization is granted.

5. Student should search for an internship that reflects any previous experience in a health care-related facility or type of position that you would like to pursue in the future. Consider also the location in which you would like to work. (i.e., Chicago area, Carbondale, etc). You will have completed HCM 421 and/or completed the following:
   
a. Prepare a draft of an introductory letter to request an interview and to discuss possible internship projects.
b. Include a draft of your current résumé with the letter of introduction and submit copies to the SIUC internship coordinator for review. Internship resume template is provided in packet to keep consistency when Human Resource Director’s are reviewing resumes.
c. Send ‘approved’ letter and resume to site; follow-up with a phone call for an interview time.
d. Complete the internship agreement during the interview, if possible, or soon thereafter and return the form to the internship coordinator for final approval.
e. Provide to coordinator signed medical form in packet and a copy of your current TB test results (Tb test within one to two months of internship start date unless on regular Tb test schedule).
f. Complete orientation package for internship site approved.
g. If accepted at one or more sites, write thank you letters to sites you wish to decline. Write acceptance letter to internship site accepting.
6. **Supervisor/Preceptor Evaluation’s**: The evaluation forms are provided in packet to provide to supervisor/preceptor that will be completed during internship by supervisor. You are responsible for ensuring that the SIUC/HCM internship coordinator receives these evaluations. Forms are generally completed after the 5th, 10th, and 15th weeks of a regular fall or spring semester and at three equal intervals during a summer internship if carrying 12 credit hours. Under 12 credit hours requires 2 evaluations with first provided end of week 5 or 1/3 of way completed and beginning of 15th week or end of semester for final two page evaluation. The final evaluation must be received by the end of the last internship week. Evaluation forms will be scanned and emailed to coordinator. Length of internship will determine specific dates for evaluations to be completed.

7. **Supervisor/Preceptor Attendance Sheets**: Supervisor student attendance sheets (SAS) are also available with instructions for Preceptor’s to complete on a daily basis for student’s hours and submit to coordinator after five weeks, ten weeks, and final week depending on semester. Directions are available with SAS. Evaluations and attendance sheets should be presented in a file to supervisor/preceptor first day of internship. It is your responsibility to ensure supervisor/preceptor completes materials and submits via scanned and emailed to coordinator at designated times. Lack of supervisor’s/preceptor’s papers delivered at designated times will result in a **Fail** for the course.

6. To receive a grade (**Pass**) for this course, you will need to:

   a. Provide preliminary internship materials by dates designated. Materials include: signed Statement of Understanding, letter and resume approved and sent, Internship Agreement Form completed, copy of current TB test, and medical sheet signed.
   b. Serve required hours (600 clock hours for 12 semester hours credit). Proportionately fewer clock hours are served for fewer hours of credit (50 hours per 1 credit hour). Required 3 credit hours minimum.
   c. Receive satisfactory evaluations from the site supervisor/preceptor and the HCM internship coordinator, both written and oral evaluations.
   d. Receive a “Yes” for the question, “If this student were an employee on probation that one would be retained.”
   e. Submit Desire2Learn a completed daily/weekly log within one week of hours completed that week or hours will not count and need to be repeated for week.
   f. Submit copies of project reports generated on site when approved by supervisor/preceptor. (Confidentiality will be maintained and site identification should be eliminated.)
   g. Submit on Desire2Learn department paper/s on all departments through which you rotated. (1-2 pages each).
   h. Submit on Desire2Learn an updated resume at end of internship.
   i. Submit on Desire2Learn activities/projects after approved by Preceptor.
   k. Submit on D2L end of semester ICE. (end of course evaluation)
   l. Follow and apply all protocols for HCM 422, Internship site rules and regulations, and SIUC Student Conduct Code. (Go to: [http://policies.siuc.edu/policies/conduct.html](http://policies.siuc.edu/policies/conduct.html)). Violations of unprofessional acts will result in dismissal from internship, HCM program, and/or University. If dismissed from internship site, this is grounds for failure and dismissal from the HCM program.

7. If you are **absent** from your internship for any reason (e.g.: illness, car trouble, family crisis, emergencies) you must contact your site preceptor to make certain that he/she is aware of your need to be absent for that day. Then list in your log that you were absent that day and earned 0 hours. Hours will need to be made up. Three or more days absent without prior approval are grounds for dismissal from internship site and **Fail** of course.

8. If a **Legal Holiday** is observed on a day you are scheduled to work and the facility is closed, you may count those hours. If the facility is open on the legal Holiday, you are required to work. This information also applies to **Emergency Weather Conditions**. Please list in daily Logs. Advise preceptor of Holiday hours for Log.
9. **Orientation & Protocols**: Orientation will be determined by each site. Students are responsible for internship protocols for Orientation, background checks, finger printing, or any specific “extras” for individual sites.

   ic., If Internship site selected is:
   **Southern Illinois Healthcare**, orientation module must be completed prior to start of internship. Orientation is available on website. Printer accessibility is necessary to complete orientation material.

   **Marion Veterans Administration Hospital** will determine date for orientation, finger printing, and background check prior to internship.

10. **If a FAIL grade occurs, no retake of this course is possible and graduation from HCM will not occur.**

For further information about the HCM 422 Internship, please contact:

Dr. Sandra N. Beebe  
School of Allied Health, MC 6615  
Southern Illinois University  
Carbondale, IL 62901-6615  
Phone: 618-453-7202  
Cell: 618 534-6470  
FAX: 618-453-7020  
E-mail: sbeebe@siu.edu

***Last two weeks of semester, please have supervisor and student each complete the following 5 minute survey monkey evaluation form:

   Preceptor’s survey: http://www.surveymonkey.com/s/VTZZT5W  
   Student’s survey: http://www.surveymonkey.com/s/DL69JJC
Quotations and Evidence for Focus 

We emphasize student achievement and success because achievement and success are essential if we are to shape future leaders and transform lives. 

IMPORTANT DATES

Semester Class Begins .......................................................... 08/18/2014
Last day to add a class (without instructor permission) .............. 08/24/2014
Last day to withdraw completely and receive a 100% refund .......... 08/31/2014
Last day to drop a course using SalukiNet ......................... 10/26/2014
Last day to file diploma application (for name to appear in Fall Commencement program) ............................................. 10/31/2014
Final examinations ................................................................... 12/8–12/12/2014

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

FALL SEMESTER HOLIDAYS

Labor Day 08/01/2014
Fall Break 10/11–10/14/2014
Veteran’s Day 11/11/2014
Thanksgiving Vacation 11/26–11/30/2014

WITHDRAWAL POLICY – Undergraduate only

Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/pdf/ugradcatalgo1314.pdf

INCOMPLETE POLICY – Undergraduate only

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/pdf/ugradcatalgo1314.pdf

GRADUATE POLICIES

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

STUDENT CONDUCT CODE

http://policies.siu.edu/other_policies/chapter3/conduct.html

SALUKI CARES

The purpose of Saluki cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Emergency re-sponse information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website at www.dps.siu.edu (disaster drop down) and the Emergency Response Guideline pamphlet. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

MORRIS LIBRARY HOURS

http://www.lib.siu.edu/about

LEARNING AND SUPPORT SERVICES

Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring: http://tutoring.siu.edu/
Math Labs http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER

The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

Additional Resources Available:

SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin

ADVISEMENT: http://advisement.siu.edu/

PROVOST & VICE CHANCELLOR: http://pvcaa.siu.edu/
SIU ONLINE: http://online.siu.edu/

Springfield and Southern Illinois University Campus Map

http://online.siu.edu/

SIU CAMPUS MAP

http://online.siu.edu/

SIU BOARD OF TRUSTEES

http://board.siu.edu/

SIU ONLINE SERVICES

http://online.siu.edu/

SIU MILESTONE DATES

Fall Semester

September 1, 2014 – September 26, 2014
October 4, 2014 – October 17, 2014
November 1, 2014 – November 13, 2014
November 25, 2014 – December 6, 2014
December 8, 2014 – December 12, 2014
December 12, 2014 – December 30, 2014

Spring Semester

February 26, 2015 – March 20, 2015
April 2, 2015 – April 25, 2015
May 1, 2015 – May 13, 2015
May 13, 2015 – May 19, 2015
May 19, 2015 – May 30, 2015
June 1, 2015 – June 12, 2015

Final Exam Dates

December 12, 2014 – December 19, 2014

Grading

The SIU grader uses the following grading scale:

A 90–100%
B 80–89%
C 70–79%
D 60–69%
F 0–59%

Repetition of Courses

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A, B, C, D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/pdf/ugradcatalgo1314.pdf

Grades

A 90–100%
B 80–89%
C 70–79%
D 60–69%
F 0–59%

Ineligible Grades

Ineligible grades include: Incomplete (INC), Withdrawn (W), Repeat (RP), and Withdrawn with instructor permission (WIP).