Southern Illinois University Carbondale

Health Care Management
Internship Handbook

HCM 421 Professional Practice for Health Care Managers
HCM 422 Health Care Management Internship
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Welcome

The Health Care Management (HCM) prepares you for a career in health management or health policy, a career in a growing field where you can make a difference. By customizing our multidisciplinary curriculum to meet your interests, your program of study can lead to a career within a health care organization, government agency or graduate study in areas such as business, law, or medicine. Our graduates are poised to enter one of the fastest growing fields in the U.S., working in an industry with a significant social impact – people’s health and well-being.

Purpose of the Handbook

This handbook is designed to serve as an informational guide to assist in the orientation of students to the Health Care Management internship experience (HCM 421 and HCM 422). This handbook is to be read and adhered to.
CHAPTER 2
PROFESSIONAL BEHAVIOR

General Statement

The demeanor of the ideal student intern should be such that respect and integrity always prevail. Only a consistent professional attitude can accomplish this. One must endeavor to treat everyone with kindness and courtesy and insure preservation of the patient and organization’s privacy and safety. Always introduce yourself when entering a room or meeting; wear your identification badge at all times.

Steps in Professional Behavior

1. Always strive for excellence.

2. Be respectful of confidentiality. Do not discuss confidential information pertaining to work in any areas within an individual’s hearing that is not directly intended for their ears.

3. Students are to be appropriate in their behavior and be respectful of other health professionals, medical professionals, and patients.

4. Always be ethical; ethical behavior is acting within accordance with the rules and standards for right conduct.

5. Treat all health care professionals (medical staff, housekeeping, administrators, etc.) with the respect. Under no circumstances are students to address members of the medical staff as anything other than "doctor".

6. Always be on time, being late is unacceptable. 5 minutes early is on time; on time is late!

7. First impressions matter. Always dress, speak, write, and behave like a professional. Shake hands, make eye contact, smile, and be friendly.

8. Smoking, drinking, and eating should only occur in the designated areas.

9. Do not become involved in arguments with any member of the professional staff. Any differences of opinion with health professionals should be referred immediately to your Preceptor.

10. While walking in the hallways of the facility, if you see a visitor who seems lost or wandering, stop and inquire if you may direct them.
Professional Organizations

In order to keep abreast of new developments and maintain a high degree of professionalism, students are strongly urged to become active in his/her professional societies and organizations.

Student membership in the professional organizations is offered at affordable rates. Applications for the following professional organizations are available from their respective web sites.

- The American College of Healthcare Executives (ACHE) Student Membership, available at:
  http://www.ache.org/apps/stumem.cfm

- The Medical Group Management Association (MGMA) Student Membership, available at:

- Healthcare Financial Management Association (HFMA) Student Membership, available at:
  https://my hfma.org/HFMA_StudentRegistrationForm
CHAPTER 3
PROFESSIONAL DEVELOPMENT

The HCM 421 Professional Practice for Health Care Managers is a course that prepares students for their internship and provides professional development opportunities to students.

**Resume**

Students will create a professional resume in the HCM 421 course. Students should follow the template provided in the HCM 421 course on D2L. Students will use this resume to apply for internships at approved internship sites.

Student’s resume should be easy to read, consistent, focused, and creative. You want the Preceptor or future employer to easily read and absorb your work history. Creating a resume and resume tips can be found on D2L in the HCM 421 course.

**Cover Letter**

Students will also create a professional cover letter in the HCM 421 course. Students should follow the template provided on D2L in the HCM 421 course. Students will use this cover letter to apply for internships at the approved internship sites.

Student’s cover letters should introduce themselves, explain why you would be a good intern at the organization (what you can do the help the organization), showcase your skills, and highlight your experience. Tips on creating a professional cover letter can be found on D2L in the HCM 421 course.

**Interview Follow-up Protocol**

Once students have interviewed with potential internship sites, they are strongly encouraged to follow the following post interview etiquette:

1. On the same day as your interview, send an email to the individual(s) you interviewed with thanking them for their time and for the opportunity. Keep it brief.
a. During the interview, be sure to get cards of all those in your interview, so that you have all of their information.


Email templates and hand-written “Thank you” templates can be found on D2L in the HCM 421 course
CHAPTER 4
INTERNSHIP PREREQUISITES AND PREPARATIONS

Selecting an Internship Site

The selection of the internship site begins when the student enrolls in HCM 421: Professional Practice for Health Care Managers. The course work and assignments in HCM 421 prep students for their internships. During HCM 421, students should identify possible internship sites based on their future career goals. A list of current sites can be found in the HCM 421 course information folder on D2L. Please note that if there is a certain location that is not on the current list, students can request that a Memorandum of Understanding (MOU) be set up. MOU information is explained in the following sections of Chapter 4.

After identifying possible internship sites, students should contact the sites and determine if the site is willing to take an intern during the timeframe requested and if so what application requirements are needed. Majority of internship site locations will require a cover letter and resume. Students should have an updated cover letter and resume completed from the HCM 421 course.

The HCM Internship Coordinator is available to help students through the selection of an internship site. The HCM Internship Coordinator can help students determine what facilities and/or departments would be a good fit based on previous work experience, skills, knowledge, and interest.

It is the student’s responsibility to research, contact internship sites, and secure an internship for the completion of their HCM degree. This process will help develop the necessary skills needed to successfully obtain future employment after graduation.

Memorandum of Understanding (MOU)

A Memorandum of Understanding (MOU) is the legal contract between SIUC and the internship site. The MOU must be approved before the student can begin an internship with the organization. The MOU approval process can take anywhere between 8-12 months. Due to the lengthy process, it may delay the students intended graduation date. A current list of MOU approved internship sites can be located in the course
information folder in the HCM 421 course on D2L. Students are encouraged to apply to current internships sites that already have approved MOUs. However, students can request that a new MOU be set up between SIUC and the organization. Please see the next section for requesting a new MOU.

**Requesting a new MOU**

If there is a facility or organization not on the current list of internship sites, students may request that a new MOU be set up between SIUC and the facility or organization. Students must do the following when establishing a new MOU:

1. Establish contact with the new organization.
2. The student must have in writing that the organization is agreeing to an internship with the student. Student must submit the written documentation to the HCM Internship Coordinator.
3. Complete the MOU Request Form located in course information in the HCM 421 course on D2L, also shown in Appendix B.
   a. The HCM Internship Coordinator has the authority to approve or deny all MOU requests, even if the student has established an agreement with the organization.
4. Submit the MOU Request Form and document of agreement with the organization in the appropriate drop-box folder in the HCM 421 course.
5. MOU Request Form must be completed within the first two (2) weeks of the HCM 421 course.
   a. Late request acceptance will be left up to the discretion of the HCM Internship Coordinator.
6. The MOU approval process can take anywhere between 8-12 months. Due to the lengthy process, it may delay the students intended graduation date.
**Immunization Records Requirements:**

Each student must provide immunization records prior to starting their internship. Immunization records may be obtained by requesting the records from SIU Student Health Services, your high school, previous university, or health care provider.

**The student will need to provide records of the following immunizations:**

- **TETANUS-DIPHTHERIA-AND-PERTUSSIS**: All students must provide proof of 3 Tetanus vaccinations containing Pertussis (DTP, DPT, DTaP, or Tdap). One dose must be a Tdap. One dose must be within the last 10 years (Td, DT, or Tdap). TT is not acceptable.

- **MEASLES-MUMPS-RUBELLA (MMR)**: 2 are required. All doses must be on or after 1st birthday at least 28 days apart, and after 12/31/67.
  - If Rubeola (Measles), Mumps, or Rubella vaccines were given separately, the same guidelines apply (2 doses of each, on or after 1st birthday, and at least 28 days apart). Both measles vaccinations must be after 12/31/67.
  - Positive serum titers are also acceptable proof of immunity. Copy of lab reports MUST be attached.

- **Meningitis Conjugate**: 1 required on or after 16th birthday. Applies to students under age 22 only.

**Additional Test Requirements:**

In addition to providing documentation of past immunizations, students are required to complete additional testing and/or vaccines prior to the start of the internship. Students are responsible covering the cost of the additional test requirements.

**Required:**

- Tuberculosis (TB) Skin Test. You will need to provide a copy of a negative TB test. TB test are valid for one year.
- Hepatitis B vaccination or signed waiver form (Form in Appendix).

**Other Test/Vaccines:**

- **Criminal Background Check**: Students are responsible for obtaining and submitting a satisfactory criminal background check to the facility within the timeframe required. Students will need to check with the facility to determine if the criminal background check is required. Students will NOT submit their Criminal Background Check on D2L. The University has no obligation or responsibility in obtaining, reviewing, or submitting the results of any background check.
• **Drug Screening:** Students are responsible for obtaining and submitting a satisfactory drug screening to the facility within the timeframe required. **Students will need to check with the facility to determine if the drug screening is required and if it needs to be completed at their facility.** Students will NOT submit their drug screening on D2L. The University has no obligation or responsibility in obtaining, reviewing, or submitting the results of any drug-screening test.

• **Influenza Vaccine:** Some internship sites require students to receive the flu vaccine, it is recommended for students who will have direct contact with patients.

It is the student’s responsibility to comply with the internship site immunization requirements and completing the additional immunizations/test prior to starting the internship. Past Immunization records, TB skin test results, Hepatitis B vaccination or signed wavier MUST be submitted on D2L before starting the internship.
CHAPTER 5
HCM INTERNSHIP

Purpose and Objective

The internship is a vital component of the Health Care Management (HCM) curriculum at Southern Illinois University Carbondale. It provides students the opportunity to employ concepts, tools, and techniques acquired from the didactic coursework of the HCM program to the real world. Students can apply what they have learned in the classroom to actual practice in the healthcare industry.

For some students, the internship may be the only work experience they will acquire in healthcare before they graduate. It is crucial that students use this experience as an opportunity to gain knowledge and insights into the healthcare field. All internship will be under the direct supervision of experienced Preceptors.

Academic Requirements of the Internship

The HCM 422 Health Care Management Internship must be, at minimum, 150 contact hours for the semester. The hour total applies to all semesters (spring, summer, and fall). To determine weekly hours needed to complete the hour requirements, take the total number of hours divided by the number of weeks in the semester (spring/fall semesters 150/15 = 10 hours per week). Internship hours can be negotiated between the student and the Preceptor. The 150 hours is only the minimum that students must complete, students can do more than the minimum needed. To enroll in HCM 422, students must email a copy of their completed HCM Internship Agreement form to the HCM Internship Coordinator. The internship is a mandatory Pass/Fail and no repeat allowed on fail. The prerequisite for enrollment is a minimum grade of C in all HCM core courses.

Internship Requirements

1. Students are expected to identify and secure an internship site. Internship site locations can be located in the HCM 421 course information folder on D2L.

2. There must be a current Memorandum of Understanding (MOU) between SIUC and the internship site. Students cannot begin the internship until an MOU contract has been completed and approved.
3. Once the student has secured an internship site, the student and Preceptor will complete the HCM Internship Agreement Form.

4. The student must provide immunization records and complete additional testing prior to starting their internship. Immunizations and additional Test requirements are also shown in the Appendix.

5. The student will complete at least 150 hours of internship experience with the selected internship site during the semester of enrollment in the HCM 422 Internship course. Students enrolled in additional credit hours will need to complete the appropriate hours based on their enrolled credit hours.

6. The student will submit periodic updates and reports on D2L in the appropriate drop-boxes for the HCM Internship Coordinator to review.

7. The student will complete weekly time sheets of their hours. The preceptor must sign time sheets weekly. Students will submit their time sheet on D2L when all internship hours have been completed.

8. The HCM Internship Coordinator may make one site visit or request a teleconference during the internship.

9. The student will be evaluated by their Preceptor.

10. The student will evaluate the internship experience.

11. The HCM Internship Coordinator and the Preceptor will evaluate the student’s overall performance in the internship and assign a grade of Pass or Fail.

Goals of the Internship

- Exposure to health care management activities/departments which comprise the typical health care facility;
- An opportunity to observe and to interact with persons in health care management positions;
- 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 Preceptor; and
- An opportunity to practice professionalism and develop new skills pertaining to various aspects of health care management.
- To produce a report or other material demonstrating the student’s analytical and writing abilities.
**Internship Rules**

1. Prompt attendance must be maintained.

2. The student must complete all tasks, projects, and/or assignments.

3. If time is missed from internship hours, the student must have all time made up **before graduation**. If a prolonged illness or injury occurs which would not allow a student to make up the time prior to the beginning of the next semester, the make up time will be left to the discretion of the Program Director and HCM Internship Coordinator. However, all missed time **will be** made up before graduation. The required number of evaluations, time sheets, weekly logs, and reports must be turned in by the deadline date of the semester.

4. The students must demonstrate compassion and professional conduct at all times while working with patients.

5. The student must communicate properly and work with all individuals at the internship site.

6. Professional conduct and dress will be exhibited by the student at all times while completing their internship hours.

7. The student must be able to cope and function during stressful situations.

Any infraction of the above rules will result in the necessary disciplinary actions. The student must display professional behavior at all times.
**Internship Weekly Journal**

Students will be required to complete weekly journals outlining their current activities, assignments, and projects. Students will provide a brief summary of current internship experience and problems encountered (if any). **Weekly journals must be submitted each week.** Details on Internship Weekly Journals are shown in the Appendix.

**Internship Time Sheet**

Students will be required to keep track of their internship hours. Students will complete their time sheets daily and have their Preceptor initial at the end of each week. After completing all the required hours of their internship, the student and Preceptor will sign the time sheet. The student will submit the completed and signed time sheet on D2L. The Internship Time Sheet can be located in the Appendix.

**Internship Evaluations**

Students will be evaluated two (2) times while completing their internship hours. The student should set up a meeting with their Preceptor to complete the evaluations. Students will need to be evaluated after completing half of your working internship hours and a final evaluation after completing all required hours. Students will submit all evaluations in the appropriate drop-boxes on D2L in the HCM 422 course. **Evaluations should be submitted no later than 48 hours after the Preceptor has completed it.** Students will use the forms shown in Appendix.
**Student Responsibilities**

a. To contact an appropriate internship site and schedule interviews to discuss internship possibilities.

b. Complete the HCM Internship Agreement Form and any other paperwork if required by the internship site.

c. Obtain and complete any required documents, paperwork, or immunizations. This may also include background checks, drug test, physicals, etc.

d. Demonstrate professionalism and professional work ethics at all times. Which includes dressing professional and adhering to dress codes, being punctual, and behaving in a professional manner.

e. Establish working relationships with Preceptor, staff members, patients, volunteers, and other individuals in the organization.

f. To be proactive in seeking project and assignment opportunities.

g. Adhere to all confidentiality policies.

**Role of the Preceptor**

a. To serve as a model for the student to observe and learn from.

b. To provide supervision to the student during their internship.

c. Assign the student meaningful projects and assignments to ensure that the student gains a working knowledge of the healthcare industry.

d. Serve as a mentor to the student. Discuss progress and problems on a regular basis, provide information, and answer any possible question the student might have.

e. Consult with the HCM Internship Coordinator when problems or concerns arise.

f. Complete the student evaluation forms and provide feedback to the HCM Internship Coordinator on the HCM 422 course.
CHAPTER 6
INTERNSHIP POLICIES AND PROCEDURES

Attendance Policy

The student and the Preceptor establish internship hours based on what works for both parties. Prompt daily attendance for the schedule internship hours is mandatory. Repeated absences and tardiness can result in dismissal.

Any student missing six days will automatically fail the internship course and be dismissed from their internship. If a student is absent for three or more consecutive days due to illness, it is required that he/she obtain a statement from his/her personal physician attesting to the student's illness or injury, and his/her fitness to return to the internship site for working hours.

If extenuating circumstances are involved, a committee comprised of SIUC faculty will review the situation and make any recommendations.

The student is expected to report to their internship site at the designated time. Tardiness is not considered responsible, professional behavior. Three late arrivals, each in excess of 10 minutes, will be considered the equivalent of one absence.

It is the student's responsibility to call their Preceptor within 30 minutes prior of the beginning of the scheduled work time if you are not going to be present or if you are going to be late.

The following table summarizes the responsibilities of the student, Preceptor and HCM Internship Coordinator as they relate toward tardiness and absences from an internship site.
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<th>PARTICIPANT</th>
<th>ACTION-RESPONSIBILITY</th>
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<tr>
<td>Student</td>
<td><strong>Tardiness:</strong>&lt;br&gt;a. Notifies Preceptor as to late arrival within 30 minutes from start of scheduled day shift.&lt;br&gt;b. Reports to Preceptor upon arrival.&lt;br&gt;C. Makes up time at end of day shift</td>
</tr>
<tr>
<td></td>
<td><strong>Illness, Prolonged Illness or Injury:</strong>&lt;br&gt;a. Notifies Preceptor as soon as possible of illness/injury.&lt;br&gt;b. Calls daily to notify Preceptor of prolonged absence.&lt;br&gt;c. Keeps Preceptor informed of progress.&lt;br&gt;d. Notifies Preceptor if taking any medication that will alter total performance/behavior.&lt;br&gt;e. Schedules make up time as soon as health allows.</td>
</tr>
<tr>
<td>Preceptor</td>
<td>1. Documents all tardies/absences on student time sheet.&lt;br&gt;2. Keeps student informed of time to be made up.&lt;br&gt;3. Counsels and advises students.&lt;br&gt;4. Keeps HCM Internship Coordinator informed of student status or of potential problems.</td>
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**Inclement Weather Policy**

Due to the recent increase in snow falling in the southern Illinois region, the following guidelines are proposed to assist you in determining student attendance procedures.

If bad weather (snow, ice, flooding, tornado, earthquake, etc.) occurs on days students are scheduled to work at their internship sites, it is the student's responsibility to call their Preceptor within 30 minutes prior of the beginning of the scheduled work time if you are not going to be present due to inclement weather. The student must write “Snow Day” on his/her Time Sheet, and this absence will be verified by the Preceptor. Students will be responsible for making up the missed hours due to inclement weather.
Request for Time-Off

Students requesting time off for personal reasons must present this request to the Preceptor at least two weeks in advance. If granted, students must arrange and schedule "make-up" time with the Preceptor prior to the leave.

All jury duty time must be made up. All time off taken to meet training requirements for any military service (Reserves, ROTC, etc.) must be made up.

Attendance will be required for special field trips, observations, or seminars. Any hours of absence will be treated as course hours missed.

Students are advised to schedule medical, dental, and other appointments outside of scheduled internship hours to avoid penalty.

Students with children are advised to have contingency arrangements made for childcare in case of illness or other unforeseen circumstance.

University Holidays

All students will follow the holiday schedule for Southern Illinois University Carbondale as printed in the official bulletin. Preceptors may use their discretion on hospital holidays that are not observed by SIUC.

Transportation

Students are responsible for transportation to and from school and the internship site locations. Students may park only in designated areas, both at the University and internship sites.

Dress Code

1. All clothing and jewelry must be consistent with professional/business dress standards applicable to the work responsibilities involved, and must be appropriate for reasonably anticipated public
contact. The minimum should be nice button down shirt and nice dress pants with casual dress shoes, (no open toe shoes). Clean.

2. For facilities that supply the student with an identification badge, the identification badge must be worn so that the picture, name, and department are easily visible at all times.

3. Hair, including beards and mustaches, is to be clean, neatly groomed, and kept in such a way as not to interfere with student duties or safety.

4. Make up, perfume, and cologne are to be moderately applied.

5. Fingernails are to be clean, trimmed, and extend no further than 1/4” beyond fingertips. Clear or conservative light-colored nail polish may be worn.

**Workplace Hazards, Harassment, Communicable Diseases, and Substance Abuse**

In the event that a student is concerned with workplace hazards, harassment, communicable diseases, or substance abuse, he/she should contact the HCM Internship Coordinator immediately. The HCM Internship Coordinator will work with the facility to ensure the safety of the student.
APPENDIX

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I acknowledge that I have received and read the HCM Internship Handbook. I understand that this handbook is intended as a guide for the HCM Internship requirements, policies, benefits, and general information.

I acknowledge that, if I do not understand any provisions of this handbook, it is my responsibility to seek out clarification from the HCM Internship Coordinator.

I acknowledge that it is my responsibility to secure an internship site and provide all the required documents before the start of the HCM 422 course.

By signing below, you acknowledge receipt of the handbook and information listed above. You further acknowledge that you have read, understand, and accept the handbook in its entirety.

Print Name: ____________________________________________

Student Signature: ____________________________ Date: __________

Submit signed acknowledgement form in the appropriate folder in D2L.
Students must provide the following information when applying for a new MOU Internship site. Please review new MOU request guidelines in the HCM Internship Handbook before submitting this form. New MOU request must be submitted within the first two (2) week of the HCM 421 course.

**Section 1**
**Student Information:**
Date: __________

Student Name: ____________________________________________________________

Phone: ____________________________ Email: ________________________________

Intended Internship Semester (circle one): FALL SPRING SUMMER

Intended Internship Year: __________

**Section II**
**Information for MOU:**

Organization Name: _______________________________________________________

Type of Organization (Privately owned, Not-for-Profit, etc.): ____________________

Organization Address: ______________________________________________________

MOU Contact Name: _______________________________________________________

Phone Number: ____________________________ Email: _______________________

**Internship Contact Information:**

Name: _________________________________________________________________ Title: ______________________________

Phone Number: ____________________________ Email: _______________________


The Health Care Management program includes an opportunity for the student to acquire experience in a professional setting prior to graduation. The purpose of this Agreement is to outline the cooperative arrangements with the preceptor and internship site. Complete this Agreement in its entirety and submit prior to the internship start date.

Student Name: ________________________________  Dawg Tag Number: ____________________________

Address: __________________________________  ____________________________________________

Phone number: _______________________________  Email: ____________________________________

HCM 422 Term (Circle One):  Spring   Summer   Fall   Credit Hours: ______

**Internship Site Information:**

Organization name: ________________________________________________________________

Address: ________________________________________________________________

Preceptor: __________________________________ Title: ____________________________________

Preceptor Email: __________________________________ Phone: _________________________

The internship begins on ______/_____/______ (MM/DD/YY) and ends on ______/_____/______ (MM/DD/YY).

Number of Hours per Week: ____________

The student will handle the following assignments, projects, and/or activities during their internship:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

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________________________________________________________________________________

________________________________________________________________________________

The organization is obliged to instruct the student about rules and regulations in the organization, including safety regulations and confidentiality policies. The student is obliged to follow these rules and regulations.

_________________________________________  ________________________________
Student Signature  Date

_________________________________________  ________________________________
Preceptor Signature  Date
Each student must provide immunization records prior to starting their internship. Immunization records may be obtained by requesting the records from SIU Student Health Services, your high school, previous university, or health care provider.

The student will need to provide records of the following immunizations:

- **TETANUS-DIPHTHERIA-AND-PERTUSSIS**: All students must provide proof of 3 Tetanus vaccinations containing Pertussis (DTP, DPT, DTaP, or Tdap). One dose must be a Tdap. One dose must be within the last 10 years (Td, DT, or Tdap). TT is not acceptable.

- **MEASLES-MUMPS-RUBELLA (MMR)**: 2 are required. All doses must be on or after 1st birthday at least 28 days apart, and after 12/31/67.
  - If Rubeola (Measles), Mumps, or Rubella vaccines were given separately, the same guidelines apply (2 doses of each, on or after 1st birthday, and at least 28 days apart). Both measles vaccinations must be after 12/31/67.
  - Positive serum titers are also acceptable proof of immunity. Copy of lab reports MUST be attached.

- **MENINGITIS CONJUGATE**: 1 required on or after 16th birthday. Applies to students under age 22 only.

Additional Test Requirements:
In addition to providing documentation of past immunizations, students are required to complete additional testing and/or vaccines prior to the start of the internship. Students are responsible covering the cost of the additional test requirements.

Required:
- Tuberculosis (TB) Skin Test. You will need to provide a copy of a negative TB test. TB test are valid for one year.
- Hepatitis B vaccination or signed waiver form (See form below)

Other Test/Vaccines:
- **Criminal Background Check**: Students are responsible for obtaining and submitting a satisfactory criminal background check to the facility within the timeframe required. Students will need to check with the facility to determine if the criminal background check is required. Students will NOT submit their Criminal Background Check on D2L. The University has no obligation or responsibility in
obtaining, reviewing, or submitting the results of any background check.

- **Drug Screening**: Students are responsible for obtaining and submitting a satisfactory drug screening to the facility within the timeframe required. **Students will need to check with the facility to determine if the drug screening is required and if it needs to be completed at their facility.** Students will NOT submit their drug screening on D2L. The University has no obligation or responsibility in obtaining, reviewing, or submitting the results of any drug-screening test.

- **Influenza Vaccine**: Some internship sites require students to receive the flu vaccine, it is recommended for students who will have direct contact with patients.

It is the student’s responsibility to comply with the internship site immunization requirements and completing the additional immunizations/test prior to starting the internship. Past Immunization records, TB skin test results, Hepatitis B vaccination or signed waiver MUST be submitted on D2L before starting the internship.
I understand that due to my occupational exposure to blood or other potentially infectious material, I am at risk of acquiring HBV (Hepatitis B Virus) infection. I have read the Information Sheet: Hepatitis B and Hepatitis B Vaccine and have had an opportunity to ask questions and understand the risks and benefits of the HBV vaccine.

Having been so informed, I decline to take the HBV vaccine at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring hepatitis. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and want to be vaccinated, I can receive the vaccination series at that time.

STUDENT NAME (Print): ________________________________________________________________

STUDENT SIGNATURE: _________________________________ DATE: ______________

Your signed waiver form must be signed and submitted on D2L in the HCM 422 assigned drop box.
Hepatitis B Vaccine
What You Need to Know

1 Why get vaccinated?

Hepatitis B is a serious disease that affects the liver. It is caused by the hepatitis B virus. Hepatitis B can cause mild illness lasting a few weeks, or it can lead to a serious, lifelong illness.

Hepatitis B virus infection can be either acute or chronic.

Acute hepatitis B virus infection is a short-term illness that occurs within the first 6 months after someone is exposed to the hepatitis B virus. This can lead to:
- fever
- fatigue
- loss of appetite
- nausea
- or vomiting
- jaundice (yellow skin or eyes, dark urine, clay-colored bowel movements)
- pain in muscles, joints, and stomach

Chronic hepatitis B virus infection is a long-term illness that occurs when the hepatitis B virus remains in a person’s body. Most people who go on to develop chronic hepatitis B do not have symptoms, but it is still very serious and can lead to:
- liver damage (cirrhosis)
- liver cancer
- death

Chronically-infected people can spread hepatitis B virus to others, even if they do not feel or look sick themselves. Up to 1.4 million people in the United States may have chronic hepatitis B infection. About 90% of infants who get hepatitis B become chronically infected and about 1 out of 4 of them die.

Hepatitis B is spread when blood, semen, or other body fluid infected with the Hepatitis B virus enters the body of a person who is not infected. People can become infected with the virus through:
- Birth (a baby whose mother is infected can be infected at or after birth)
- Sharing items such as razors or toothbrushes with an infected person
- Contact with the blood or open sores of an infected person
- Sex with an infected partner
- Sharing needles, syringes, or other drug-injection equipment
- Exposure to blood from needlesticks or other sharp instruments

Each year about 2,000 people in the United States die from hepatitis B-related liver disease.

Hepatitis B vaccine can prevent hepatitis B and its consequences, including liver cancer and cirrhosis.

2 Hepatitis B vaccine

Hepatitis B vaccine is made from parts of the hepatitis B virus. It cannot cause hepatitis B infection. The vaccine is usually given as 3 or 4 shots over a 6-month period.

Infants should get their first dose of hepatitis B vaccine at birth and will usually complete the series at 6 months of age.

All children and adolescents younger than 19 years of age who have not yet gotten the vaccine should also be vaccinated.

Hepatitis B vaccine is recommended for unvaccinated adults who are at risk for hepatitis B virus infection, including:
- People whose sex partners have hepatitis B
- Sexually active persons who are not in a long-term monogamous relationship
- Persons seeking evaluation or treatment for a sexually transmitted disease
- Men who have sexual contact with other men
- People who share needles, syringes, or other drug-injection equipment
- People who have household contact with someone infected with the hepatitis B virus
- Health care and public safety workers at risk for exposure to blood or body fluids
- Residents and staff of facilities for developmentally disabled persons
- Persons in correctional facilities
- Victims of sexual assault or abuse
- Travelers to regions with increased rates of hepatitis B
- People with chronic liver disease, kidney disease, HIV infection, or diabetes
- Anyone who wants to be protected from hepatitis B

There are no known risks to getting hepatitis B vaccine at the same time as other vaccines.
3. Some people should not get this vaccine

Tell the person who is giving the vaccine:

- If the person getting the vaccine has any severe, life-threatening allergies.
- If you ever had a life-threatening allergic reaction after a dose of hepatitis B vaccine, or have a severe allergy to any part of this vaccine, you may be advised not to get vaccinated. Ask your health care provider if you want information about vaccine components.
- If the person getting the vaccine is not feeling well.
- If you have a mild illness, such as a cold, you can probably get the vaccine today. If you are moderately or severely ill, you should probably wait until you recover. Your doctor can advise you.

4. Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of side effects. These are usually mild and go away on their own, but serious reactions are also possible.

Most people who get hepatitis B vaccine do not have any problems with it.

Minor problems following hepatitis B vaccine include:
- soreness where the shot was given
- temperature of 99.9°F or higher

If these problems occur, they usually begin soon after the shot and last 1 or 2 days.

Your doctor can tell you more about these reactions.

Other problems that could happen after this vaccine:
- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting and injuries caused by a fall. Tell your provider if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get shoulder pain that can be more severe and longer-lasting than the more routine soreness that can follow injections. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: www.cdc.gov/vaccinesafety/

5. What if there is a serious problem?

What should I look for?
- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?
- If you think it is a severe allergic reaction or other emergency that can’t wait, call 9-1-1 or get to the nearest hospital. Otherwise, call your clinic.

Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS does not give medical advice.

6. The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

7. How can I learn more?

- Ask your healthcare provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC’s website at www.cdc.gov/vaccines

Vaccine Information Statement
Hepatitis B Vaccine

7/20/2016

42 U.S.C. § 300aa-26
Date of Evaluation: _________________________________

Student Name: _________________________________

Preceptor: _________________________________

<table>
<thead>
<tr>
<th>PERFORMANCE STANDARDS</th>
<th>PERFORMANCE ASSESSMENT</th>
<th>COMMENTS/ IMPROVEMENT PLAN</th>
</tr>
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<tbody>
<tr>
<td>Arrives to internship on time and has regular attendance</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Dependable</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Completes projects and assignments by set deadlines</td>
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<td>Follows directions</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Takes initiative and is committed to all projects and assignments</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Manages time and projects/assignments effectively</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Has a positive attitude towards work</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Communicates clearly and concisely</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Written Communication Skills</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Listens effectively</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Interacts well with other staff members</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Thinks critically and able to solve problems</td>
<td>5 4 3 2 1</td>
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<td>Thinks of creative and innovative ideas</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Appropriately dressed, consistent with dress code policy</td>
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- **5** Outstanding: Consistently performs at superior levels
- **4** Good: Frequently performs at a high level and contributes well beyond the requirements of the internship
- **3** Satisfactory: Meets the basic standards
- **2** Needs Improvement: Requires improvement. Performs below basic expectations
- **1** Unsatisfactory: Is not fulfilling the minimum requirements
<table>
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<tr>
<td>Demonstrates compassion, integrity, and respect for others</td>
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<td>Demonstrates respect for patient privacy and autonomy</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Represents oneself in a professional manner</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Takes initiative to seek out new projects/task/assignments/learning experiences</td>
<td>5 4 3 2 1</td>
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<td>Accepts constructive criticism</td>
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What are some areas could the student improve on? ________________________________
______________________________________________________________________________
______________________________________________________________________________
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What are the intern’s primary strengths? ________________________________
______________________________________________________________________________
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Additional Comments: __________________________________________________________
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Student Signature ___________________________ Date ___________________________

Preceptor Signature _________________________ Date ___________________________
Date of Evaluation: ____________________________

Student Name: ______________________________

Preceptor: __________________________________

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<tr>
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<tr>
<td>Accepted constructive criticism</td>
<td>5 4 3 2 1</td>
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<tr>
<td>Students overall performance during the internship experience</td>
<td>5 4 3 2 1</td>
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</table>

Would you be willing to take another HCM Intern in the future?  
______Yes  
______No

Additional Comments: ______________________________________
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__________________________________________________________
Student Signature  
Date

__________________________________________________________
Preceptor Signature  
Date
Name of Student
Internship Site Name
Weekly Journal #
Week of: MM/DD – MM/DD

Hours worked this week:  
Hours to date:

**Monday**
- Provide a brief summary of all activities performed and tasks assigned
- Provide a brief summary of thoughts about internship experience
- Provide any problems encountered

**Tuesday**
- Provide a brief summary of all activities performed and tasks assigned
- Provide a brief summary of thoughts about internship experience
- Provide any problems encountered

**Wednesday**
- Provide a brief summary of all activities performed and tasks assigned
- Provide a brief summary of thoughts about internship experience
- Provide any problems encountered

**Thursday**
- Provide a brief summary of all activities performed and tasks assigned
- Provide a brief summary of thoughts about internship experience
- Provide any problems encountered

**Friday**
- Provide a brief summary of all activities performed and tasks assigned
- Provide a brief summary of thoughts about internship experience
- Provide any problems encountered
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
HEALTH CARE MANAGEMENT
INTERNSHIP TIME SHEET

Name: _______________________________    Internship Site: _______________________________

- Time sheet is to be kept current at all times and submitted on D2L when all required internship hours are complete.
- Internship time log should be completed and initialed by your Preceptor weekly.
- Indicate: Number of hours present each day, also indicate any of the following that apply: A= Absent   T = Tardy   H = Holiday   SD = Snow Day
- Failure to comply with the hours assigned by your Preceptor can result in the student failing HCM 422 course.

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
<th>Total Weekly Hours</th>
<th>Preceptor Initials</th>
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</tbody>
</table>

**Totaled Hours**

Student Signature ___________________________________________ Date __________

Preceptor Signature _________________________________________ Date __________
Date: ________________

Student Name: ________________________________

Please rate the following evaluation factors:

5 Strongly Agree
4 Agree
3 Neutral
2 Disagree
1 Strongly Disagree
NA Not Applicable

<table>
<thead>
<tr>
<th>Evaluation Factor</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>This experience gave me a realistic preview of this career field</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>As a result of my internship, I have a better understanding of concepts, theories, and skills in healthcare management</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>I had regular meetings with my supervisor and received constructive, on-going feedback</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>My Preceptor was available and accessible when I had questions/concerns</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>The work I performed was challenging and stimulating</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>I was treated on the same level as other employees</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>I had a good working relationship with other employees</td>
<td>5 4 3 2 1</td>
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<tr>
<td>There were ample opportunities for learning</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>I feel that I am better prepared to enter the workforce after this experience</td>
<td>5 4 3 2 1</td>
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</tbody>
</table>

Would you recommend this internship to other students?  _____Yes  _____No

Have you met your initial expectation for this internship?  Why or why not?  ________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Do you feel your HCM education helped you in preparing for your internship? ________________________________

__________________________________________________________________________________________

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In what ways was it helpful, or was it not helpful? ______________________________________________

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What, if anything, do you feel could be included in the HCM education that would have been helpful for your internship? ______________________________________________

__________________________________________________________________________________________

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Any suggestions/comments regarding the HCM internship experience for future students: __________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
Pre-Internship (Items completed during HCM 421)

- Read and review internship handbook
- Sign Internship Handbook Acknowledge Form
- Create Resume
- Create Cover Letter
- Research Internship Site locations (Master list of sites is located in excel document, “HCM Master Internship Site List” on D2L.)
  - Submit MOU request to Internship Coordinator (if you want to do your internship at a site not listed in the master list, you will have to submit a request to the Internship Coordinator—form in handbook. Note* the MOU process can take up to 8 months and approval of facility is determined by the HCM Internship Coordinator.)
- Send Resume and Cover Letter the semester before you take the HCM 422 Internship Course to internship sites that you have chosen from the approved internship site list.
- Interview at sites
- Follow up and send Thank you letters after interviews
- Secure an internship site
- Complete Professional Development Assignments (HCM 421 course assignments outlined on D2L)

Internship (Items completed before and during HCM 422)

- Internship Agreement form (email completed form to HCM Internship Coordinator to enroll in HCM 422)
- Immunization Records and other Immunizations and tests required by the facility (if applicable)
- Pre-Internship Survey (Complete before starting your internship, details on D2L)
- Submit Evaluation of Student Performance
- Complete weekly journals and time sheet
- Complete Student Evaluation of Internship Experience
- Take Competency Exam
- Internship Exit Survey (Complete after you have completed your internship, details on D2L)
HCM 421 Professional Practice for Health Care Managers

Instructor: Marcea Walter, MHSA, Assistant Professor
Office: CASA 132
Phone: 453-8883
E-mail: mwalter@siu.edu

Course Information:
Online via D2L.

Course Description:
Prepares students to their health care management internship. Resumes, Cover letters, internship site selection, and MOUs will be completed by end of this course. Professional development topics such as interview skills and networking will be covered. Not for graduate credit. Restricted to HCM majors. Special approval needed from the academic advisor.

Prerequisite:
Restricted to HCM major, Junior Standing. Special approval needed from the academic advisor.

Required Textbook:

Other Course Requirements:
- A computer which can effectively run Desire to Learn (D2L).
- Proficiency with the D2L system pertaining to quiz/assignment/and testing.

Course Objectives:
- Select an internship site and create initial correspondence (cover letter, resume, MOU), thereby; preparing students for HCM 422.
- Understand the processes and the value of networking. MOU and Site selection must be complete at the end of this course in order for the student to successfully complete HCM 421.
- Understand proper interviewing and job seeking skills.
- Enhance professional development skills

Course Outline:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Internship Preparation</td>
<td>60%</td>
</tr>
<tr>
<td>a. Cover letter</td>
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<tr>
<td>b. Resume</td>
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<tr>
<td>c. Identify and secure internship site</td>
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<td>d. MOU</td>
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<tr>
<td>II. Professional Development</td>
<td>40%</td>
</tr>
<tr>
<td>a. Principles, processes, and value of networking</td>
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<tr>
<td>b. Interview Tips and Techniques/Job Seeking Skills</td>
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<tr>
<td>c. Time Management</td>
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<tr>
<td>d. Exploration of varying healthcare groups (ACHE, MGMA, etc).</td>
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<tr>
<td>e. Graduate School and Careers in Healthcare</td>
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</tbody>
</table>
Course Evaluation:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>500 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Points</td>
<td>500 Points</td>
</tr>
</tbody>
</table>

** Syllabus and course activities including any agendas, due dates and/or due times are subject to change at the discretion of the instructor at any time during the course.

**Grading Scale:**

90 – 100 = A  
80 – 89 = B  
70 – 79 = C  
60 – 69 = D  
59 or less = F

**Assignments**

Students will have weekly assignments. Assignments points will vary based on the context of the assignment.

- The instructor will assign the assignments the week before it is due.
- Students are expected to turn in college level work free from grammatical errors. Students experiencing problems with these types of issues are encouraged to contact the Center for Basic Skills on the SIUC campus. Points will be deducted for violations.
- All assignments are to be typed – no handwritten assignments will be accepted.
- All assignments should be submitted via D2L unless otherwise instructed.
- No late assignments will be accepted. This is a management-related degree and time is an asset that cannot be wasted.
- All assignments must be submitted in a Word document or PDF unless otherwise instructed. Nothing else will be accepted. If I can’t open the document, I can’t grade it. Therefore, the student will receive a zero. **No second submissions allowed.**

**D2L Access & Proficiency:**

Each student will require access to the D2L system. Students will use the D2L system extensively in this course. However, this is NOT a class that teaches D2L to students. The student is expected to invest their own time becoming comfortable and knowledgeable of D2L. No exceptions to due dates/due times or expectations of courses deliverables will be given based upon the student’s inability to master D2L.

The instructor CANNOT aid students with technical problems such as computer compatibility etc. Students need to contact the D2L Administrator at mycourse.siu.edu or 618-453-1016 for assistance in these issues. Students should allow ample time to get the system up and running. If the computer the student intends to use for the course is not compatible with D2L, they must find a computer that will run this program effectively or drop the course given computer accessibility and usability is a requirement of the course. No exceptions to due dates/due times or expectations of courses deliverables will be given based upon technical problems unless the issues are due to an unlikely D2L system failure.

**Student Conduct Code:**

It is each student’s responsibility to know and comply with the SIUC Student Conduct Code and any policies referenced therein.

**Emergency Procedures:**

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Response Team (BERT) program. Emergency response
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 in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

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. The Building Emergency Response Team will assist your instructor in evacuating the building or sheltering within the facility.

**Academic Dishonesty:**
Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or collusion.

**ADA Statement:**
As per 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, if accommodations are needed, please inform the instructor or program advisor as soon as possible.
<table>
<thead>
<tr>
<th>Week 1</th>
<th>Introduction, Site Selection + MOU Request</th>
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<tbody>
<tr>
<td>Week 2</td>
<td>Professionalism</td>
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<tr>
<td>Week 3</td>
<td>Resume</td>
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<tr>
<td>Week 4</td>
<td>Resume</td>
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<td>Week 5</td>
<td>Cover Letter</td>
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<td>Week 6</td>
<td>Cover Letter</td>
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<td>Week 7</td>
<td>Professional Writing</td>
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<td>Week 8</td>
<td>Mock Interviews</td>
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<td>Week 9</td>
<td>Interview/Job Seeking Skills</td>
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<tr>
<td>Week 10</td>
<td>Mock Interviews</td>
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<td>Week 11</td>
<td>Time Management Skills</td>
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<td>Week 12</td>
<td>Networking</td>
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<tr>
<td>Week 13</td>
<td>MOU and Site secured re-visit</td>
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<tr>
<td>Week 14</td>
<td>Health Care Graduate Programs, Careers in Healthcare Professional Organizations (ACHE, MGMA etc.)</td>
</tr>
</tbody>
</table>

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Course Description:
As an intern in a University approved healthcare facility, students will engage in activities related to the healthcare management field. Each student will perform duties as assigned to complete a managerial/analytical project useful to the organization. Report logs and performance evaluation required. Hours and credit to be arranged individually with instructor and supervisor. 1 credit hour=75 contact hours. A minimum of 150 contact hours required. No waiver of internship is permitted. Mandatory Pass/Fail. No repeat allowed on fail. Not for graduate credit.

Prerequisite:
Completion of all HCM core courses with minimum grade of C. Restricted to HCM major.

Required Textbook:
Current HCM 422 Handbook

Other Course Requirements:
• A computer which can effectively run Desire to Learn (D2L).
• Proficiency with the D2L system pertaining to quiz/assignment/and testing.

Course Objectives:
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; and
4. An opportunity to practice professionalism and develop new skills pertaining to various aspects of health care management.
5. To produce a report or other material demonstrating the student’s analytical and writing abilities.

Course Outline:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Preregistration requirements for Internship</td>
<td>5%</td>
</tr>
<tr>
<td>a. HCM Internship Signature Acknowledgement Form</td>
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<tr>
<td>b. Immunization Records &amp; Additional test documents</td>
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<tr>
<td>c. HCM Internship Agreement Form</td>
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<tr>
<td>II. Weekly Journals</td>
<td>25%</td>
</tr>
<tr>
<td>a. Weekly Journals Documenting Daily Hours and Activities</td>
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</tbody>
</table>
III. Evaluations and Reports 60%
   a. Evaluation Forms –three (3) total
   b. Time sheet
   c. Evaluation of Internship site

IV. Surveys 10%
   a. Pre-Internship Survey
   b. Post-Internship Survey
   c. HCM Competency Ecam
   d. Exit HCM Program Exit Survey

Course Evaluation:
HCM 422 is a mandatory Pass/Fail. To receive a grade of Pass (P), a student must satisfy the following:
1. Submit the following prior to starting internship to the appropriate drop-boxes on D2L:
   a. HCM Internship Agreement form
   b. Immunization Records
   c. TB test results
   d. Hepatitis B results or signed wavier
2. Completion Pre-Internship Survey OR five (5)-page research paper at the beginning of the semester.
3. Submit two (2) evaluations of student performance completed and signed by Preceptor and student.
4. Complete and submit weekly journals
5. Submission of times sheet log after completing all required internship hours. Time sheet must be signed and approved by student’s Preceptor.
6. Completion of the Student Evaluation of Internship Experience.
7. Completion of Post-Internship Survey OR five (5)-page research paper after completing all required internship hours.
8. Completion of HCM Competency Exam
9. Completion of HCM Program Exit Survey

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<th>WEEK</th>
<th>TOPIC</th>
<th>DUE</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>HCM Internship Introduction</td>
<td>• Sign HCM Internship Handbook Acknowledgement Form</td>
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<td></td>
<td>• HCM Internship Handbook</td>
<td>• Submit all Pre-Internship Requirements</td>
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<td>• Take Pre-Internship Survey</td>
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<tr>
<td>Week 2-13</td>
<td>HCM Internship</td>
<td>• Complete &amp; submit weekly journals</td>
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<td>• Complete &amp; submit evaluations</td>
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<tr>
<td>Week 14</td>
<td>Internship Wrap Up</td>
<td>• Submit finalized Time Sheet</td>
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<td>• Complete &amp; Submit Final Evaluation</td>
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<td></td>
<td></td>
<td>• Complete &amp; Submit Student Evaluation of Internship Experience</td>
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<td></td>
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<td></td>
<td></td>
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