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 provide coordinator with current transcripts with C average in HCM courses, complete an updated resume and cover letter, must meet with the
supervisor, 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 problems 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 (ex: 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:**

**Required:** Current HCM 422 Internship Packet.
Will be modified each semester for most current updates as necessary.