MASTER SYLLABUS

COURSE NO., HOURS, AND TITLE:

MHI 595- 6 Graduate Residency

COURSE DESCRIPTION:

Students initiate and complete University requirements (including MOU) to participate in a graduate residency/internship in a healthcare facility as outlined in course syllabi. Provides students with real-world healthcare exposure in their area of interest. Approval must be obtained by the University, Instructor, and Preceptor, prior to the beginning of the residency. Report logs and performance evals required. Hours/credit arranged with instructor. Mandated Pass/Fail. No repeat on Fail. 1 credit hour equals 50 contact hours. Minimum of 300 contact hours required. Restrictions may apply based on state-to-state regulations. Prerequisite: A grade of C or higher in all required MHA courses. Restricted to consent of SAH Academic Advisor.

PREREQUISITE TO: A grade of C or higher in all required MHI courses.

COURSE OBJECTIVES:

The primary objective of MHI 595 is to allow the student the opportunity to apply the theories of healthcare administration that have been learned throughout their coursework. This is accomplished through an applied internship in a healthcare facility, depending upon the students chosen area of specialization. Therefore, the graduate residency should at a minimum:

1. contribute to the student’s professional goals
2. give experience and expertise not available in the classroom
3. make a significant contribution in service to a participating healthcare facility
4. increase the student’s understanding of Healthcare Administration
5. provide active participation in administrative settings
6. enhance the reputation of the University, College, Department, Program and the Student, along with contributing to the enhancement of professionalization of the field of Healthcare Administration.

TOPICAL OUTLINE:

I. Specific goals, topics and objectives will be determined by the student and approved by both the faculty advisor and the internship preceptor.

II. Real-world Problem Solving and Experience 100%.

GRADING: All courses in the MHI require a final grade of C or higher. MHI 595 is a pass or fail course. Therefore, a passing score is considered higher than a C; a failing score is considered an F which is lower than a C.

COURSE DELIVERABLES and STUDENT EVALUATION:
Interns are to maintain regular contact with the residency coordinator. Weekly communication via email, regular mail, personal meetings, or phone is expected throughout the semester.

**Weekly journal logs:** Weekly journal logs are submitted through Desire 2 Learn (D2L) which outlines the nature of students’ projects, activities, meetings, and/or personnel contacts made throughout their daily internship experiences. The contact hours (reported for each day worked during the week) are to be submitted in the log to indicate on-going progress toward minimum clock hours required. If issues arise, the residency coordinator contacts the student and/or the site supervisor and addresses the concerns as soon as possible. The journal logs can be viewed at [http://www.sah.siu.edu/_common/documents/health-care-management/internship/internship%20packet/sample-weekly-log.pdf](http://www.sah.siu.edu/_common/documents/health-care-management/internship/internship%20packet/sample-weekly-log.pdf)

**Progress Evaluations from Preceptors:** Preceptors will be provided with Supervisor Guidelines. The Site Agreement form is signed at this time.

Three (3) separate Progress Evaluation forms are also provided in the packet and are to be returned to the residency coordinator at appropriate intervals consistent with the students’ credit hour schedule.

Content of the Evaluation forms include:

- items relating to students’ knowledge about their assignments under the heading ‘*Information*’
- students’ writing and oral skills under the heading ‘*Communication*’
- students’ working relationships, attendance, etc. under the heading ‘*Attitude/Performance*’

Midway through the semester, the residency coordinator contacts the site supervisor to discuss the intern’s performance. The result of this communication is then shared with the student by the residency coordinator and preceptor. If a performance issue exists, the student is asked to meet jointly with the preceptor and residency coordinator.

**Preceptor Feedback:** at the conclusion of the semester, preceptors are asked to complete the Preceptor’s Survey regarding the residency experience from their perspective.

**Student Feedback:** at the conclusion of the semester, each student is requested to submit an Residency Exit Survey regarding the residency experience, including a review of the site and the individual preceptor, from their perspective.