MASTER SYLLABUS

COURSE: HCM 421-1 Professional Practice for Health Care Managers

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.

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

TEXTBOOK (Required):


2) Download HCM 422 current packet from HCM website for use during HCM 421 and HCM 422.

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.

COURSE DELIVERABLES (may vary based on instructor): Completion of MOU, Cover Letter, Resume, and Memorandum of Understanding (MOU).

GRADING SCALE (may vary based on instructor): 400-360=A, 359-320=B, 319-280=C, 279-240=D, 239-0=F

LEARNING/ASSESSMENT METHOD(S): Final Grade Percentage, Completion of MOU and Site Selection

TOPICAL OUTLINE WITH SCHEDULE: Percentage

I. Internship Preparation 60%
   a. Cover letter
   b. Resume
   c. Identify and secure internship site
d. MOU

II. Professional Development 40%
   a. Principles, processes, and value of networking
   b. Interview Tips and Techniques/Job Seeking Skills
   c. Time Management
   d. Exploration of varying healthcare groups (ACHE, MGMA, etc).
   e. Graduate School and Careers in Healthcare

   Week 1: Introduction
   Week 2: Resume, Cover letter
   Week 3: Site selection/MOU
   Week 4: MOU
   Week 5: Interview/Job Seeking Skills
   Week 6: Health Care Graduate Programs, Careers in Healthcare Professional Organizations (ACHE, MGMA etc.)
   Week 7: MOU and Site secured re-visit
   Week 8: Time Management Skills
   Week 9: Networking
   Week 10-16: Individual/Group meetings to finalize MOU and Site selection issues.