

HADM 4739

Undergraduate Internship in Healthcare Administration

Spring 2019

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The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Course Description:

This course is a field experience in healthcare administration.

Curriculum Relationships:

The course is an undergraduate level offering, and is an option for graduation

Course Prerequisites:

HADM 4136 and approval of program director

Learning Objectives:

1. To gain an understanding of different areas that student with a degree in healthcare administration can develop career paths through journals, projects and on-site field experience in a healthcare setting.
2. To demonstrate the ability to clearly, concisely and accurately convey information and ideas through oral and written presentations, including:
 - a. Participation in On-site Experience.
 - b. Reflective Journaling.
 - c. Writing and Executive Summary of Projects

Required Texts, Handouts and WEB Resources

None

Course Format and Methodologies

This is an internship course. Students will be on location on-site at the healthcare organization where they are doing their internship.

Meeting Times: The student seeking to gain 3 hours of credit is required to complete a minimum of 144 hours on site during the course of the semester. **This is an average of 9 hours a week, for a 16-week long semester.**

Note: *There will be a one time, MANDATORY face-to-face meeting for all students enrolled in the internship course on February 7, 2019 at 12 noon. The meeting will last for no more than an hour. **Failure to attend this meeting will result in 10 points deducted from your overall grade for the course!!***

Overall Student Evaluation

Grade Scale is as described in the University catalog.

Assignment Name	Points
1) On-Site Participation	25
2) Reflective Journal	25*
3) Project Executive Summary	25*
4) Preceptor Evaluation	25*

Deadlines: All requirements must be completed by **11:59p.m. May 13, 2019.**

*** for every 24 hours or portion thereof that any portion of your assignments are late, you will be dropped one letter grade.**

REQUIREMENTS:

Reflective Journaling: Students are required to submit **sixteen** (16) pages of reflective journaling **NO MATTER THE LENGTH OF TIME TAKEN TO COMPLETE THEIR HOURS.** Journals should be reflective of what the student is learning during their on-site experience **and how that experience relates to the didactic portion of their education.** Journals must be turned in at the completion of the internship.

Project: Each student will work on a project(s) while on-site. A 3-5 page **executive summary** about the project(s) and the necessary attachments (Power Point presentation, excel spreadsheets, etc.) must be turned in at the completion of the internship.

Evaluation: Each preceptor will evaluate the student. The preceptor evaluation form will be available on the course shell on BB9 after the middle of the semester. The intern is responsible for downloading and giving the form to their preceptor. Interns with who have had more than one preceptor should provide a copy of the form to each preceptor. Preceptor Evaluation forms must be completed by the preceptor, signed, (i.e. not a typed-in signature) by both the preceptor and the intern. The intern should meet with their preceptor on the evaluation, and **MUST** provide written feedback about the internship experience on the form. **Preceptor evaluation forms that are not signed, dated, or with no intern comments will be considered incomplete and will not be accepted.**

SUBMITTING YOUR ASSIGNMENTS:

Journals can be entered directly on BlackBoard using the journal feature. All deliverables: Executive Summary, Preceptor Evaluations, Journals and other supporting documents must be submitted on Blackboard under the "Submitting Deliverables link, and in the appropriate slots. Or you may Fax your evaluation to 281-226-7335. **All assignments MUST be submitted by 11:59p.m May 13, 2019**

DO NOT submit your deliverables to my UHCL email address. **Assignments submitted to my UHCL email address will be deleted and not considered/accepted.**

Note that in some instances, it is possible that your internship will continue after the semester is over. For the purposes of this course, your internship ends when the semester ends. You must complete the 144 hours credit requirement during the course of the semester. All assignments must be turned in by the due date on the syllabus. Continuation of your internship past the semester does not assure a grade of Incomplete.

INCOMPLETE: A grade of "I" (Incomplete) will be administered only under extreme, **verifiable** "emergency" situations where the student is unable to complete some minor portion of the internship due to circumstances beyond his/her control PROVIDED THE STUDENT IS PASSING THE COURSE.

Academic Honesty:

The Academic Honesty Policy at UHCL (found in the University of Houston-Clear Lake catalogue) states: "Academic honesty is the cornerstone of the academic integrity of the university. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior."

The Honesty Code of UHCL states: "I will be honest in all my academic activities and will not tolerate dishonesty" Because honesty and integrity are such important factors, you should be aware that failure to perform within the bounds of these ethical standards is sufficient grounds to receive a grade of "F" in this course and be recommended for suspension from UHCL.

PLAGIARISM is defined as, "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source." Any student found plagiarizing will receive a zero on the assignment in question with no opportunity to make-up the assignment.

Special Academic Accommodations:

If you will require special academic accommodations under the Americans with Disability Act Section 504 or other state or federal law, please contact the Disability Services Office, Room 1402, or call 281-283-2626.