



# TEXAS WOMAN'S UNIVERSITY™

## Internship Policy & Guidelines Program in Healthcare Administration

### General Description & Requirements

The internship is recommended for students who lack experience in health care or who have experience that has been limited to clinical areas. To ensure that the internship is completed in a satisfactory manner, the Healthcare Administration Faculty has developed the following policy and guidelines.

HCA 5941 Requires a minimum of 60 contact hours in 1 semester and is worth 1 semester hour of credit.

HCA 5942 Requires a minimum of 120 contact hours in 1 semester and is worth 2 semester hours of credit.

The maximum number of credit hours a student can earn from internship program participation is 3 (three) during the HCA program. To earn 3 credit hours from the internship program, a student would register for both HCA 5941 & HCA 5942.

To qualify for a student internship, the student must have completed at least 12 hours in the HCA Program, with a cumulative GPA in the Program of 3.0 or higher. Transfer credit does not count towards the 12 hours of course work for the internship.

In addition to meeting all program requirements as detailed in the timeline and procedures below, a final project report (which includes a narrative of the NCHL competencies that were addressed in the experience) is required before a student will receive academic credit for the internship.

Some host organizations have requirements such as proof of immunization, or a background check. The HCA program uses Castlebranch to manage these requirements. Students may be required to work with Castlebranch to provide proof of having met the host organization's requirements.

The approval process must be started a semester prior to the semester the student intends to intern. Any student who bypasses the approval process detailed in the HCA policy will NOT receive academic credit for the internship. This is a legal liability issue for the University and the preceptor organization. Complete policy documents are available on Canvas in the College of Business Collaborative Space in Canvas (click on "HCA", then scroll down to "Internships & Fellowships").

Dr. Sandra K. Tyson is the Internship Coordinator for the HCA Program in Houston and Dr. Anastasia Miller is the Internship Coordinator for the HCA Program in Dallas.

### Timeline & Procedures

#### Semester Prior to Intent to Enroll in Internship

Students interested in applying for an internship should talk with their advisor during the advising process a semester prior to their intent to enroll for internship credits.

### 3 Months Prior to Intent to Enroll in Internship

Student submits request for internship to advisor and internship coordinator for home campus as follows:

<b>For Enrollment in This Semester</b>	<b>Deadline for Submission of Request</b>
Fall	June 15 <sup>th</sup>
Spring	October 15 <sup>th</sup>
Summer	March 15 <sup>th</sup>

The request is reviewed by the internship coordinator and faculty prior to approving the internship based on the following criteria:

1. Adequate number and types of courses completed (12 hours in the HCA program)
2. Academic performance
  - a. 3.0 GPA
  - b. Not on academic probation
3. Professional behavior / performance (input will be received from all HCA faculty members)
  - a. Homework and assignments turned in on time
  - b. Acceptable team peer reviews ratings
  - c. Adherence to course scheduling recommendations from advisor
  - d. No issues related to plagiarism or questionable class conduct
  - e. Class attendance and positive contributions in class
  - f. Positive recommendations from all full-time faculty members
4. Prior internships undertaken (if any) and performance in those
  - a. Students who have not completed an internship will be given priority preference in selection while students who have completed one internship will be given second priority.
  - b. Students who have completed two internships cannot obtain additional academic credit for internship.
  - c. Students who have demonstrated poor performance in a prior internship (did not submit required documentation, did not communicate with preceptor, etc.) will not be approved for additional internships.

Students will be notified by their campus internship coordinator of their approval status and if approved, will be put in contact with Castlebranch to meet any host organization requirements.

### 2 weeks prior to the beginning of the semester in which the internship will begin

If approved for an internship, the student must have registered for the internship and submitted signed agreement forms to their campus internship coordinator. To register for the internship, the student must have a registration code from their campus internship coordinator.

### By the end of the first week in the semester of the internship

The student must have contacted the preceptor and submitted to their campus internship coordinator the below documents:

- Completed and signed agreement form

- Internship plan developed with, and approved by the preceptor and the internship coordinator. Plan must include NCHL competencies to be addressed by the experience.

#### Monthly during the semester of the internship

Student must upload monthly updates (using the provided form) to the internship course in Canvas each month that provides information on the below:

- Schedule of activities
- Log of meetings with preceptor
- Notification of any problems

#### Two weeks prior to the end of the semester of the internship

A link to the preceptor evaluation will be emailed to the preceptor by the student's campus internship coordinator.

#### One week prior to the end of the semester of the internship

The student must have submitted (uploaded to the internship course in Canvas) the following documents to their campus internship coordinator:

- Final log of activities and current status
- Evidence of projects completed during internship for host organization (written report(s) and/or PowerPoint presentation(s), as agreed upon in the internship plan and available from host organization)
- Final Report
- Student evaluation of the experience (completed in Canvas)

Instructor/Internship Coordinator will send to the preceptor a link to evaluate the intern. The preceptor's evaluation of the intern will be included in the grade assigned.