2014

HESA 371-02 Internship I

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Course Description (from the Xavier University Catalog)
The administrative internship is a 10 to 12 week, full time work experience. It provides students with an opportunity to apply their developing knowledge and skills in the health services field. The internship experience uniquely prepares students by exposing them to other professionals in the field and to the work environment. Students gain a better appreciation for the pressures that affect decision making in today's healthcare environment and are able to identify additional skills they will need to better prepare them for a rewarding career in health services.

Course Objectives:
The key objectives are to help students to begin to develop a professional identity as a healthcare professional and to provide an opportunity for students to apply their classroom knowledge in a real-world environment:

- Introduce students to a healthcare work environment
- Provide experiences that will introduce and prepare students for the kinds of responsibilities they will have in an entry level position
- Allow students to reflect on their internship experiences and to learn from their classmates about other internship environments
- Provide support for students in connecting their internship with their coursework

Core Competencies:
- Be able to manage interpersonal communications by building collaborative relationships.
- Understand unique managerial and financial challenges for managers in healthcare organizations
- Be able to work effectively in teams.
- Be able to manage yourself and lead others.

Required Readings:

Textbook:
There is no required textbook for this course.

Articles/Chapters:
Articles will be posted to the Canvas site during the course of the summer semester.
Assignments:
All assignments will have a description that is available via Canvas. The assigned dates noted in the course schedule above are intended to help you stay on track with completing your work for this course. Your project paper should be written utilizing APA format. The library provides a good resource on APA format via the following website: [http://www.xavier.edu/library/help/apa_guide.pdf](http://www.xavier.edu/library/help/apa_guide.pdf). Also, RefWorks available via the library website is a tool that can assist you in creating reference pages in APA format.

Participation:
Participation will count for 20% of your final grade. Note that this is a LARGE percentage! For an online course, active participation includes:

- Completing journals on time
- Posting to the discussion board as designated by the professor
- Offering feedback and suggestions to your fellow students for their discussion board posts
- Completing assignments on time
- Ensuring that you keep your professor “in the loop” as appropriate (i.e. proactively if you have any issues come up with your internship site)

If you are engaged, this should be an easy 20% to achieve. Two good rules of thumb: 1) make sure you turn things in on time; 2) make sure you contribute something of value to your classmates each week!

Canvas:
Canvas will be used exclusively for this class. The syllabus, assignment descriptions, and articles/chapters outside of the class will all be available via Canvas. Additionally, you will keep an online bi-weekly journal and be responsible for participating in a weekly discussion board.

Your Project Paper should be turned in via Canvas through “Turnitin”. Papers will be graded and returned via the Turnitin feature of Canvas.

Academic Honesty
“The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating,
plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission documents, and the falsification of any academic record including letters of recommendation. All work submitted for academic evaluation must be the student’s own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another’s efforts is prohibited as is the use of any work untruthfully submitted as one’s own. Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, an “F” in the course, and expulsion from the University. The dean of the college in which the student is enrolled is to be informed in writing of all such incidents, though the teacher has full authority to assign the grade for the assignment, test, or course. If disputes of interpretation arise, the student, faculty member, and chair should attempt to resolve the difficulty. If this is unsatisfactory, the dean will rule in the matter. As a final appeal, the academic vice president will call a committee of tenured faculty to make a final determination.”

Faculty Note
In addition to the above (taken directly from the University Catalog), please be aware that cutting and pasting from the Internet is plagiarism, and will be treated in the same manner as any other type of plagiarism. If you use more than three words written by someone else, I expect it to be in quotes. When you are writing you should use your own words and thoughts, not those of anyone else. You may not take a sentence and change one to two words and call it your own.

Final Grade:
Your final grade will be determined via the following manner:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Work Plan</td>
<td>5%</td>
</tr>
<tr>
<td>Journals</td>
<td>10%</td>
</tr>
<tr>
<td>Discussion Board Posts</td>
<td>15%</td>
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<tr>
<td>Project Paper</td>
<td>15%</td>
</tr>
<tr>
<td>Preceptor Evaluation</td>
<td>20%</td>
</tr>
<tr>
<td>Student Survey</td>
<td>10%</td>
</tr>
<tr>
<td>Hours Log</td>
<td>5%</td>
</tr>
<tr>
<td>Online Participation</td>
<td>20%</td>
</tr>
</tbody>
</table>

Grading Scale (Note: .5% will be rounded up):
A  94-100
A- 90-93
B+ 86-89
B  82-85
B- 80-81
C+ 76-79
C  72-75
C- 70-71
D  60.0-69.9
F  below 60