

HADM CO-OP and INTERN PROCEDURES AND ACADEMIC ASSESSMENT REQUIREMENTS

Co-op Education Requirements for HADM 496

1. Registration in **CareerLink** at <https://www.myinterfase.com/msubillings/student/>
Select "**no**" to employer viewing if you do not want your profile viewable to employers.
2. Complete/ Update the "**Miscellaneous Information**" section for each semester you are seeking an internship.
3. Upload your résumé in **CareerLink** (to be critiqued by CS staff, corrected and uploaded)
4. Internship position description (through the sponsor organization or the Co-Op Ed office if obtained online)
5. Learning Agreement (<http://www.msubillings.edu/careers/cooped/studforms.htm>)
6. Learning objectives (through HADM Department faculty advisor or <http://www.msubillings.edu/careers/cooped/studforms.htm>)
7. Student registration (through Co-operative Education office)
8. Assessment portfolio (student materials/products): weekly activity log (signed by preceptor); journal, reflection paper, project report (submitted to faculty advisor)
9. Site visit/conference-midpoint (Co-op & Dept faculty)
10. Site visit/conference-concluding debrief (Co-op & Dept faculty)
11. Evaluation (Preceptor & Dept faculty)

HADM Requirements for HADM 496

The senior internship HADM 496, gives the health care manager-in-training an opportunity to participate in and carry out administrative work under the direction of a health care manager. Students will be directly responsible for completing a typical extended administrative assignment for the health organization. Sample assignments may include researching and reporting on industry best practices, interviewing employees and compiling a management report, assisting on larger research projects such as quality studies or patient surveys.

Student Portfolio

Your Student Portfolio will be given to your faculty advisor at the end of your internship. The Portfolio should include the following elements:

- Learning Agreement
- Work log/time sheet (signed by preceptor)
- Reflective Learning Journal
- Project Report
- Evaluation forms

Log/Time Sheet (signed by preceptor)

The purpose of the work log/time sheet is to document the days, actual time (hours and minutes), and work tasks/activities at your internship. This record is verified by your preceptor.

Reflective Learning Journal (reviewed by faculty supervisor)

The purpose of the reflective journal is to enhance your understanding of your intern experience by allowing you to thoughtfully and critically reflect upon and make connections across your knowledge and experiences. At the end of each day at your work site, reflect upon and record your thoughts, insights, impressions, accomplishments, challenges, questions, or reflections. Each entry should be typed, dated, and ½ to one single-spaced page long.

While your goal is to better understand the work and challenges of the health care manager, you may choose to write about whatever matters to you. Feel free to be questioning, honest, thoughtful, and creative, rather than trying to please your faculty advisor. Here are some ideas to get you started:

- ◆ What did you observe/experience at work today?
- ◆ What was the situation and what was your reaction to it? If you were actively involved, what did you do and how well did things turn out?
- ◆ What made the experience noteworthy to you, what did it mean to you?
- ◆ What lessons does it provide for you as a healthcare manager-in-training?
- ◆ How does this experience relate to your own knowledge and interests, now or in the future?
- ◆ What were your expectations for the internship when you started? Are your expectations being met? Have they changed? (explain in detail)
- ◆ What are you learning about the job duties and skills needed of a health administrator?
- ◆ What aren't you learning that you think you should know?

Final entry in your Reflective Journal

Your final entry should include the learning outcomes you identified in the beginning of your internship and how/what you did to achieve the learning outcomes. (This entry should be rather long to fully assess your learning experience in the internship.)

Project Report (typically 6-8 pages)

Prepare a narrative report** that describes a specific project that you participated in during your internship. The report should address the following points:

1. Project background (WHY the project was done): describe the purpose of your project and explain the need for it, and how it will help the organization or its constituents.
2. Project rationale and design (HOW the project was done): explain how the project was planned, the process used to design the project, and who participated in planning.
3. Project implementation (WHAT was done, and what was your role): describe the project (or program) itself, its component parts and how they work, what the project does or what program the program accomplishes.
4. Project results (HOW WELL the project turned out): what outcomes or results are produced, and how does the organization judge whether the project is a success.
5. Project reaction: describe your personal thoughts and views regarding the project, and its implications for your education and your career.
6. Appendix: finished projects, assignments, and organizational documents that you worked on during your internship.

**The Project Report is a reflection of your ability to communicate at the level of an entry-level manager, as such the Project Report should be written in a professional style. Appropriate grammar, syntax, sentence structure, format, etc. must be used.