



HSA4817
RI: HEALTH PRACTICUM

6 credits

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“THIS SYLLIBUS IS SUBJECT TO CHANGE UPON NOTIFICATION TO STUDENTS”

Professor Information

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Office Hours (Boca)

Fleming West, Room 127
Monday: 4:30 pm – 6:15 pm
or by Appointment

Office Hours (Davie)

LA Building, Room 486
by Appointment only

Note: A biosketch of the professor is on Canvas

Required Text and Materials

www.modernhealthcare.com
and
www.southfloridahospitalnews.com

Suggested Text and Materials

White, Kenneth R. & Lindsey, J. Stephen (2015). Take Charge of Your Healthcare Management Career: 50 Lessons That Drive Success. *Health Administration Press*: New York, NY.

Course Description

The Health Practicum (HP) is an internship wherein students are expected to practice much of what they have learned in previous academic classes and discussions. This course allows students to engage in a semester-long project at a health care facility and work under the supervision of a health care manager (preceptor) and a FAU health administration faculty.

Students will meet weekly or as needed with other health administration students who are also working at health practicum sites. Students are required to attend all classes and to share their successes, shortcomings, anticipations, ideas, and issues in a group setting. For many health administration students, the health practicum represents an opportunity wherein the student can truly “learn by doing”.

This course contains multiple assignments designed to help students conduct research and inquiry at an intensive level. If this class is selected to participate in the university-wide assessment program, students will be asked to complete a consent form and submit electronically some of their research assignments for review. Visit the Office of Undergraduate Research and Inquiry (OURI) for additional opportunities and information at <http://www.fau.edu/ouri>.

This course requires the senior student in Health Administration to function in a participant observer role in a health facility in order to develop a **written research management project based on an issue, problem, or goal of the facility**.

Students must accumulate a total of 144 practicum hours at the facility.

Student Learning Outcomes

Research and inquiry learning activities will be incorporated into the curriculum through a series of targeted Student Learning Outcomes (SLOs). These include:

- **SLO 1: Knowledge.** Students will demonstrate content knowledge, core principles, and skills in Health Care Administration through a comprehensive description of the practicum facility that includes a SWOT (strengths, weaknesses, opportunities, and threats) analysis evaluating the healthcare provider’s competitive position.
- **SLO 2: Formulate Questions.** Students will formulate research questions, scholarly or creative problems with integration of fundamental principles and knowledge in a manner appropriate to Health Administration. After the SWOT analysis, students will work with the preceptor and the faculty to develop a research proposal based on an issue, problem, or goal of the facility.
- **SLO 3: Plan of Action.** Students will develop and implement a plan of action to address research and inquiry questions or scholarly problems. In addition to a short literature review, students will develop a plan to answer the research question and then present through a final project the results of his/her work.
- **SLO 4: Critical Thinking.** Students will apply critical thinking skills to evaluate information, their own work, and the work of others. Through the Peer-Review feature in Canvas, students will peer review presentation powerpoints prepared by other students on issue of formatting and style. Peers will also offer feedback on the clarity of

the research question and/or its implications and the clarity of the presentation of ideas.

- **SLO 5: Ethical Conduct.** Students will identify significant ethical issues in health care research and inquiry and address them in their practicum work.
- **SLO 6: Communication.** Students will convey all aspects of their research and inquiry (processes and/or products) through in-class group discussions of healthcare publications and presentations and publications of their research processes and results, in appropriate venues and delivery modes.

Assessment

This course contains multiple assignments designed to help students conduct research and inquiry at an intensive level. If this class is selected to participate in the university-wide assessment program, students will be asked to complete a consent form and submit electronically some of their research assignments for review. Visit the Office of Undergraduate Research and Inquiry (OURI) for additional opportunities and information at <http://www.fau.edu/ouri>.

Florida Atlantic University's Undergraduate Research Symposium

Students are encouraged to submit their research projects to the Undergraduate Research Symposium held at Florida Atlantic University (Boca Raton Campus) each spring semester. Use the following link for information: https://www.fau.edu/ouri/undergrad_symposium.php.

Responsible Conduct of Research

Students are strongly recommended to complete the Responsible Conduct of Research (RCR) certificate through the CITI training of academic research on-line at <http://www.fau.edu/graduate/events/citi-training.php>. Students are also encouraged to attend FAU OURI workshops on topics related to responsible conduct of research. Information on OURI workshops can be found here: http://fau.edu/ouri/student_workshops.php.

Course Prerequisites and Credit Hours

This is a 6 credit-hour class. This course is open only to Health Administration seniors with permission of instructor. Application must be made during previous semester and the following criteria must be met:

- 1) has successfully completed the other core courses in Health Administration,**
- 2) has an overall grade point average of 2.5 or better in courses attempted at FAU,**
- 3) has successfully completed at least 33 credits at the upper-division level,**
- 4) is a program major, and**
- 5) is not on academic probation**
- 6) Students are not expected to register for other courses unless permission is given by the teaching faculty or program director. Every student registration schedule will be checked by the teaching faculty at the beginning and midway through the semester.**

According to Florida State Statute 6A-10.033, students must spend a minimum 2,250 minutes (37.5 hours) of in class time during a 3-credit course. Additionally, students enrolled in a 3-credit course are expected to spend a minimum of 4,500 minutes (75 hours) of out-of-class-

time specifically working on course-related activities (i.e., reading assigned pieces, completing homework, preparing for exams and other assessments, reviewing class notes, etc.) and fulfilling any other class activities or duties as required. **Therefore, this class would require double the time students must spend in class as well as out of class!**

Selection of Health Facilities and Preceptors

The following criteria are considered important in the selection of preceptors and/or health care facilities.

1. The philosophy of professional practice or service within the health care facility must be compatible with the educational objectives and ethical concerns of the Health Administration Program as well as the objectives relating to the individual learner.
2. The health care facility must be in good standing in the community.
3. The preceptor must possess either a Bachelor's degree with an established record of achievement or a Master's degree (or above), and an interest in serving as a preceptor for a student.
4. Health care facilities and the preceptors must be willing to provide the student with an assigned space to conduct the activities of the project during the scheduled work time. Needed resources should be identified and planned for as early as possible to ensure a successful project.

Note: A copy of healthcare facilities that have previously accepted FAU practicum students will be uploaded on canvas.

Student Responsibilities

Health administration students are required to attend and to participate in weekly group seminars as well as individual meetings with the faculty and the preceptors. They are responsible for initiating and attending individual meetings. Written materials (letters/surveys) that are utilized by the health administration student in the health practicum should be approved by both preceptor and faculty.

Students are responsible for arranging meetings with their preceptors. To fulfill the course requirement of 6 academic credits, students are responsible for working nine to twelve hours per week (on average) at the health care facility and/or in activities related to the practicum. For example, students might need to interview individuals, attend meetings or conferences, and conduct library or internet research. Students must contact directly their preceptors when they are unable to be at the health care facility as scheduled.

Students are "guests" of the health care facility where they are working on their practicum; therefore, students must be aware of and respectful of the corporate culture they are entering. Students are expected to dress appropriately as stated by the policies and procedures manual

of their health care facility. It is important to remember that all patient information must be kept confidential.

Students must present verbal and written summaries of their projects for the preceptor and the health care practicum seminars at various points during the semester. Written copies of the practicum projects must be handed to both preceptors and faculty.

Written Assignments

1- HEALTH CARE FACILITY DESCRIPTION/SWOT ANALYSIS

This should be a comprehensive review of the organization. It will include the purpose of the practicum (yours & the organization's), primary individuals involved, goals and objectives. The Organization's mission, goals, values, philosophy and services should be documented. It should include the organizational chart and decision-making structure (e.g. centralized v. decentralized...) other organizational data would include type of personnel, facility's funding and financial standing, etc.... a SWOT analysis should be done for each facility/unit and included in paper 1.

2- RESEARCH/PROJECT PROPOSAL

Copies will be given to the preceptor and professor so each may evaluate it. This plan should include previous events at this health care facility that may have been related to the project (if any occurred), a thorough literature research review of journal articles, book chapters, and books on topics relevant to this project and the initial plan the student believes that he or she should follow. Through this assignment students are presenting the initial activities that they will use in conducting the project.

Begin the written assignments with a reiteration of a clear statement of the project's purpose and where it will be conducted. Next, discuss the health care facility's reasons for doing this project. Follow this introductory section with a discussion on what was learned about the topics related to the project, that is, like a term paper. After this section on a summary of the reviewed references, state your plan. This would describe what was to be accomplished (project goals), and probable steps to take (project objective), the data to collect/review, possible resource people (or other facilities) to contact, and finally, a time frame that indicates when the various activities will be implemented.

3- FINAL PROJECT

The results of your practicum project should be documented in detail. This should include identification of project goals and objectives, results, limitations, personal impressions, and final recommendations. Appropriate data in tables, figures, charts or matrix should be included. Any research instruments should be included such as surveys, questionnaires, interview schedules, observational procedures, etc....

Your final paper will include a separate section entitled, "Reflection", discussing your perceptions of your service, contribution(s) to the Practicum facility/organization, and the impact that your work had for the Practicum facility/organization.

Written Assignment Guidelines

Students must submit all materials in a typed format using double space and font size 12. Each assignment should follow the format of the Publication Manual of the American Psychological Association (latest edition). In addition, copies of the “better” written practicum projects might be available on Canvas. These projects are to help guide current students in completing their papers.

Verbal Presentations

Each written project will be summary as a PowerPoint presentation and presented to the class. Students are expected to be present for everyone’s presentation and this will be considered in your participation grade. Presentations will be evaluated on the presentation of required data as well as style and manner of verbal presentation. Other students might be asked to evaluate your presentations. Presentations should be no more than 7 slides, excluding reference and title pages. Font size should be no less than 24.

Peer Reviews of Presentation Powerpoints

Students will be asked to peer review other students’ Powerpoints for organization, format, and clarity. These peer reviews can be used as feedback to improve the powerpoints.

Readings of Current Materials

Students will be assigned reading materials to discuss in class. Students will be grouped in 2 or 3 during class discussions. The first student will summarize the article, the second student will add, comment, and ask questions. The third student will comment, ask questions, and summarize the discussion after it was open to the general audience.

Attendance Log

Health practicum students will submit a weekly accounting of the hours that they have spent on the health practicum activities (exclusive of class time). A general rule of thumb is 15 hours per week for the practicum, however, some students may end up devoting more time and thus, these hours should be documented. A copy signed by the preceptor will be submitted each week to the professor. **A minimum of 144 practicum hours in the facility is required to pass this course.** In addition, these hours will be submitted to the appropriate office for documentation in the student’s official record.

Academic Service-Learning

Due to the nature of the course content, this course is designated as an “Academic Service-Learning (A S-L) Project” course. The assistance you provide to the agency/organization during your A S-L experience is a service to the community and will allow you to apply knowledge from the course to local, national, and/or global social issues. Throughout this course, you will be participating in A S-L activities while demonstrating civic engagement at campus, local, national, and/or global community levels. You will also reflect on your Academic Service-Learning experience and the impact on the community as well as your professional development. Academic Service-Learning Hours are not graded, but the total number of hours is recognized on one’s transcript, much like for students who have completed volunteer hours. Your community services hours will be sent to FAU main office after the end of the semester.

Reflection

You will reflect on your service to the Practicum facility through written reports and oral presentations. This reflection will include the link with the goals of the Practicum, your personal impressions and personal development, and your professional development, respectively. You should discuss the perceptions of your service, contribution(s) to the Practicum facility/organization, and the impact that your work had for the Practicum facility/organization.

Student Evaluation

The evaluation and grading of each student will be based on the following:

| | | |
|----|-----------------------------------|------------|
| 1. | Paper1 – 10%, Presentation1 – 10% | 20% |
| 2. | Paper2 – 15%, Presentation2 – 10% | 25% |
| 3. | Paper3 – 15%, Presentation3 – 10% | 25% |
| 4. | Class Roll | 6% |
| 5. | Peer Reviews | 12% |
| 6. | Current Reading Materials | <u>12%</u> |
| | | 100% |

Grading Scale

| | | | |
|--------|----|-------|----|
| 94-100 | A | 90-93 | A |
| 88-89 | B+ | 83-87 | B |
| 80-82 | B- | 78-79 | C+ |
| 70-77 | C | 67-69 | C- |
| 64-66 | D+ | 60-63 | D |
| 58-59 | D- | 57 - | F |

Detailed Course Outline

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|---------------|--|
| Week 1 | Introduction/Expectations/meetings with students |
| Week 2 | Lecture No. 1: Characteristics of Health Care Facilities/ SWOT Analysis |
| Week 3 | Discussions of Reading Materials No. 1 After-class Meeting with Professor |
| Week 4 | Presentation 1 (uploaded for peer review by students) |
| Week 5 | Paper 1 / Presentation No. 1 |
| Week 6 | Lecture No. 2: Conducting a Literature Review for the Final Project |
| Week 7 | Discussions of Reading Materials No. 2 |

After-class Meeting with Professor

| | |
|----------------|--|
| Week 8 | Presentation 2 (Uploaded for Peer Review by students) |
| Week 9 | Paper 2 /Presentation No. 2 |
| Week 10 | Lecture No. 3: Statistical Analyses for the Final Project |
| Week 12 | Discussions of Reading Materials No. 3 After-class Meeting with Professor |
| Week 13 | Presentation (Group 1) |
| Week 14 | Presentation (Group 2) |
| Week 15 | Final Paper |
| Week 16 | Facility Log Hours (Minimum of 144 hours of practice required) |

Additional Course Policies

Late Assignments

Assigned papers and work that is late will not be accepted. Students will not be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. Reasonable accommodation will be made for students participating in a religious observance. Grades of Incomplete (“I”) are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances.

Attendance and Participation Policy

In order to meet the course goals and objectives, you must attend and actively participate in classroom activities. Participation is an important component of your final grade, and each day your instructor will make a mark in his/her grade book regarding your participation and will assign you a final grade. If you miss class, no participation points can be awarded for that day. There is NO make-up for participation, except for the following, for which you will be awarded full participation for the day by providing proper documentation to your instructor:

- University-recognized religious holydays
- Doctor’s visits
- Jury duty and other court related appearances
- Prior approved and properly documented University-sponsored activities that demand your presence

Etiquette and/or Netiquette Policies

Cell Phones and Electronic Devices

The use of cell phones and electronic devices is prohibited in class. All cell phones should be turned off *before* the start of class (not set on “vibrate”, turned “OFF”). If you have a medical or family emergency and need to receive a call during class, you should inform your instructor *before* class. Students without authorization who use cell phones and electronic devices in class may be dismissed from class and counted as being absent for the day. In order that the University may notify students of a campus-wide emergency, either the instructor’s, or a designated student’s cell phone will be set to vibrate during class.

Student E-Mail Policy

Effective August 1, 2004, FAU adopted the following policy:

“When contacting students via e-mail, the University will use only the student’s FAU e-mail address. This will ensure that e-mail messages from FAU administration and faculty can be sent to all students via a valid address. E-mail accounts are provided automatically for all students from the point of application to the University. The account will be disabled one-year post-graduation or after three consecutive semesters of non-enrollment.”

E-Mailing your Instructor

Please use your FAU account when e-mailing your instructor. If you use a personal e-mail account (e.g., Hotmail, yahoo, g-mail, etc.) your instructor will not know whether the message is junk mail, and therefore, might not respond. FAU e-mail is considered by the university to be official communication, and you should therefore address your instructor appropriately (*e.g., Dear Dr. or Professor*), sign your name, and use a respectful tone. Instructors will not respond to e-mails that do not address them directly, and/or are not signed, and/or are not sent from your official FAU e-mail address.

Anti-plagiarism Software

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University’s honor code discussed above.

Selected University and College Policies

Code of Academic Integrity Policy Statement

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

Disability Policy Statement

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodation due to a disability to properly execute coursework must register with the Office for Students with Disabilities ([OSD](#)) – in Boca Raton, SU 133, (561) 297-3880; in Davie, MOD 1, (954) 236-1222; in Jupiter, SR 117, (561) 799-8585; or, at the Treasure Coast, CO 128, (772) 873-3305 – and follow all OSD procedures.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices **and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.** For further information, please see [Academic Policies and Regulations](#).

University Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

College of Business Minimum Grade Policy Statement

The minimum grade for College of Business requirements is a "C". This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university's Writing Across the Curriculum and Gordon Rule math requirements also have a minimum grade requirement of a "C". Course syllabi give individualized information about grading as it pertains to the individual classes.

Incomplete Grade Policy Statement

A student who is passing a course but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

Withdrawals

Any student who decides to drop is responsible for completing the proper paper work required to withdraw from the course.

Grade Appeal Process

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in Chapter 4 of the University Regulations.

Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as “... *activities which interfere with the educational mission within classroom.*” Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.