



MHA Practicum Policy Form

All students without significant administrative work experience are required to complete a health administration practicum. Students with at least two years of appropriate (to be approved by the MHA Coordinator) administrative work experience in the health care industry are not required to complete practicum. However, they are welcome to complete practicum to broaden their experience base. This experience is designed to have students apply their academic knowledge in a formal health care policy/administration setting.

The requirements of the practicum are:

- 24 completed credit hours of MHA course work
- Between 120-160 hours of work (for 3 semester hours of credit)
- A formal public presentation at the end of the experience

The practicum is a planned and supervised experience that:

- Is developed by you, the preceptor, and the MHA Practicum Coordinator
- Has been approved by the MHA Practicum Coordinator
- Is outlined in the practicum agreement signed by you, the preceptor, and the MHA practicum coordinator
- Includes at least one deliverable that you will contribute to the practicum agency and present to the MHA community at the end of the practicum experience

I. Placement

Students must begin the practicum placement process the semester *before* the student aims to start their practicum. The approximate deadlines for each semester are listed below. Students should submit the completed Practicum Interest Form and resume to the MHA Practicum Coordinator as early as possible, but no later than the specified deadlines one semester before the start of the practicum placement. While it is ultimately the student's responsibility to secure a practicum position, the MHA Practicum Coordinator will assist students in securing a practicum placement. Placements are generally made according to the student's career goals and location preferences.

On occasion, a student may complete a practicum experience at their current place of employment. In order for this to count as a practicum experience, the student must complete an experience *outside* of their normal work obligations. This could be with a different division (for example, work with the HR department on a project if the student works in the billing department) or it could be a separate project. This must be carefully vetted with and pre-approved by the MHA Practicum Coordinator.

II. Developing a Practicum Plan

Once a student's practicum site has been approved, the student should begin to develop a practicum plan in consultation with the MHA Practicum Coordinator. This plan should begin with the identification of an appropriate practicum preceptor. The preceptor should be a senior administrator with responsibility for a service line, department, or an entire organization. This plan should also include responsibilities, proposed schedule, potential activities, an identified project/deliverable, and personal and professional goals for the practicum experience. The practicum agency, preceptor, and the MHA Practicum Coordinator must approve the practicum plan document. This document must be signed and dated by the preceptor, the MHA Practicum Coordinator, and the student by the date noted below.

III. Compensation

Compensation is not a required element for an approved practicum experience. However, we encourage students to pursue paid practicum or practicum experiences, as compensated positions more closely replicate an authentic workplace relationship. However, depending on individual students' career goals and scheduling needs, a student may choose to pursue an unpaid practicum for this experience.

IV. Practicum Presentation

At the end of the practicum experience, students present what they have accomplished to the MHA community, including faculty, preceptors, fellow students, and community partners. This presentation will focus on the specific deliverable which showcases the student's application of classroom learning to a "real world" health care setting. The student's preceptor is also expected to attend this presentation.

V. Practicum Calendar

Semester the Practicum is to be Completed	Spring	Summer	Fall
Contact MHA Practicum Coordinator for Initial Interest	October 1	March 1	March 1
Identify a site and submit for approval with MHA Practicum Coordinator	November 1	April 1	April 1
Develop Practicum Plan document	November 30	April 30	April 30
Agreement signed by site preceptor, student, and MHA Practicum Coordinator*	December 10	May 10	May 10
Begin work at site	1 st day of Spring Term	1 st Day of Summer Term	1 st Day of Fall Term

**Note: The agreement indicates a formal commitment on the part of both the MHA student and the practicum site and should be treated as a contract by the MHA student.*

VI. Other items of importance:

Students must complete these hours in person. Students need to plan ahead to make room in their weekly schedule for practicum in addition to their regular work hours and classwork. Many sites only host practicum students during traditional business hours, so students with time constraints need to start conversations with both their practicum sites and their places of employment early in the process to find a schedule that will work for all parties.

Students need to inquire about the prerequisites for their practicum agency. Some may require background checks, immunizations, additional paperwork, or applications from the sponsoring agency. Students need to plan ahead in order to be able to begin and complete their practicum experience in the desired timeframe.



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MHA Practicum Interest Form

Name _____

1. Previous Experience: (work or summer internship)

Please check all that apply:

Hospital/Health System Operations	Consulting	Pharma	Insurance/Managed Care	Policy	Financial Services	Long Term Care
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other _____

2. Areas of Interest for Internship:

Please check all that apply:

Hospital/Health System Operations	Consulting	Pharma	Insurance/Managed Care	Policy	Financial Services	Long Term Care
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other _____

3. Places you have already contacted or applied.

4. Geographic Restrictions: _____

Note: If you have a strong preference for a particular geographic area, please indicate below. In general, students who do not limit themselves geographically tend to have more choices and options.

5. Other information you think we should be aware of:



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MHA Practicum Plan

The following information must be turned into the MHA Practicum Coordinator on or before the dates listed in the MHA Practicum Policy Form. Failure to obtain all three signatures at the end of this form prior to the date specified may result in your practicum being delayed by an entire semester.

Student Name: _____

Practicum Organization: _____

Address: _____

Preceptor Name: _____

Position: _____

Phone: _____

Email: _____

Practicum Position Title: _____

Practicum start date: _____

Practicum end date: _____

Approximate hrs/wk: _____

Paid/Unpaid: _____

If paid, compensation: _____

1. Organizational goals and objectives during your internship (Based on discussions with your preceptor, give detailed description of anticipated projects etc.):

2. Personal goals and objectives (As a student, what professional skills do you intend to gain from your internship experience?)

3. Plan Outline (Provide detail of what you intend to accomplish during your internship experience. Include a general sketch of the project you will present to fellow students and faculty at the end of the semester.):

Practicum Student Signature

Date

Preceptor Signature

Date

MHA Practicum Coordinator Signature

Date