

Minor in Health Policy and Administration

Student Eligibility Requirements for Internships

- ☑ To earn credit for HPA 250 you must be a Health Policy and Administration **minor**.
- ☑ Only juniors or seniors are eligible for an internship.
- ☑ Students must have successfully completed HPA 150 and at least one other core HPA course (ECN 240, HES 360) at the time of the application for an internship.
- ☑ Students must have a 2.0 grade point average in the major to qualify for department and university credit for an internship.
- ☑ Students need to provide to the department a letter of verification and acceptance from the sponsoring organization or individual by the end of the semester immediately *prior* to the internship. This letter should include the name and phone number of the organization's supervisor for the internship, a description of the project, the duties expected and the signature of the individual the intern will work with. *This letter should be written by the student after meeting with sponsor of the internship and then taken to the mentor for verification and signatures.*
- ☑ Internships are counted as 3 credits for HPA 250, and are *required of HPA minors*. HPA 250 is graded on a pass/fail basis.
- ☑ The internship **must** be health policy and/or administration oriented. The responsibilities to be accepted for an internship must be linked to some aspect of the intern's coursework in the HPA curriculum.
- ☑ The internship can be selected from the department's current listing of internship opportunities or from the Career Placement Center listings. The student may also arrange for an internship and bring it to the HPA Director (Prof. Lawlor) for approval. The internship **must** entail a minimum of 120 hours of "on-site" contact for the semester (8 hours a week) in order to receive the 3 academic credit hours for HPA 280.
- ☑ The internship must be sponsored by an academic researcher or an organization/corporation and must provide a supervising sponsor who will guide and monitor the intern's performance. Family members and relatives are not eligible to supervise the student's internship. *The student may not intern with a "family" organization (i.e., an organization that is owned/directed by an individual to whom the student is related).*
- ☑ To receive internship credit, the student must be enrolled in HPA 250 during the period in which he/she is interning. In addition, the intern must have obtained prior department approval for the internship. Credit for internships will *not* be awarded retroactively.
- ☑ Suggested time frame for processing internship material:

Step 1: Inquiry and application for the internship should occur during the midterm of the semester *prior* to desired internship.

Step 2: Final paperwork for the internship should be submitted to the HPA Director during the last week of the semester *prior* to desired internship. This should include all of the documentation described above (in the fifth paragraph) in a letter of approval signed by your mentor.

Step 3: The final paper (10-15 pages) detailing the student's internship experience is due the last day of classes for the semester in which he/she is interning. General paper requirements can be obtained from the Director.

Internship credits will be awarded for unpaid experiences only.

HEALTH POLICY AND ADMINISTRATION

INTERNSHIP FINAL PAPER REQUIREMENTS

A final paper of 10-15 pages will be required for students registered for an internship. Below you will find an outline that you should use as a framework to follow when writing the paper. For your benefit in completing the final paper assignment, it behooves you to keep a journal of your internship experience to which you can refer while writing the paper. Feel free to be creative and personalize the final paper in your own style. Your mentor for the internship and the director of the HPA Minor will evaluate your paper. Evaluation will be based upon sound and informative content, grammar, spelling, punctuation, and its overall professional quality. Your paper must be typed and double-spaced. The paper should be organized with the appropriate headings and subheadings. Please present a copy of the final version to both you mentor and Professor Lawlor by the last week in the semester.

FINAL PAPER OUTLINE

Introduction

1. Introductory Paragraph
2. Introduction of Organization
 - a. Name and type of organization.
 - b. Location of organization.
 - c. Department and position of intern.

Body

3. Analysis of Internship Goals, Objectives, and Health Policy and Administration Concepts
 - a. Summarize how you did/did not accomplish your initial objectives.
 - b. Describe and give specific examples as to how your understanding of health care has been affected by your internship experience.

Conclusion

4. Personal Evaluation
 - a. Describe how the internship experience has affected your view of the health system and your educational plans and career goals.
 - b. Provide a personal evaluation of your internship experience, indicating whether you would recommend it to other prospective students.
 - c. Summarize your key points and issues of discussion from the body of the paper.
 - d. Offer any concluding comments you consider relevant to your internship experience.

DUE DATE: The *LAST* day of classes for the semester in which you are interning.

**Health Policy and Administration Minor
Information for Sponsors of Student Internships**

Before the semester begins the student will arrange to talk with you and together you can verbally agree upon a description of her or his duties. It is the student's responsibility to put this in the form of a letter and then return it to you for review, revision and eventually for your signature of approval. The student will then send a copy of this to Dr. Lawlor.

During the semester the student is expected to work 120 hours on the internship (This is 8hr/per week * 15 weeks). They may work more if they have the time, but not less. They may be making some record on a weekly basis of the work experience for later use in writing a final paper on the internship. By the last day of class they will be turning in the finished essay (details on the requirements for it are also attached separately) to the faculty sponsor and Dr. Lawlor. The course is strictly pass/fail and you can have as much input as you like in that decision. Input will be requested by Dr. Lawlor at the end to find out your views before final grades are reported. The internship is graded on a pass/fail basis to minimize the workload and to make final evaluation simple.