

## UMBC UGC New Course Request: HAPP 470 – Health Administration and Policy Program Internship

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Proposed Effective Date: Fall 2016

	Name	Email	Phone	Dept
Dept Chair or	J. Kevin Eckert	eckert@umbc.edu	5-5698	SOCY/ANTH/HAPP
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### COURSE INFORMATION:

Course Number(s)	HAPP 470
Formal Title	Health Administration and Policy Program Internship
Transcript Title (≤30c)	Health Admin/Policy Internship
Recommended Course Preparation	HAPP 412 and 2 HAPP major electives
Prerequisite <b>NOTE:</b> Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.	HAPP 100 and HAPP 200. Both courses must be completed with a grade of C or better. HAPP major and Cumulative GPA of 2.5 and ≥90 credits completed and corequisite PRAC 098
Credits	6
Repeatable?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Max. Total Credits	6 This should be equal to the number of credits for courses that cannot be repeated for credit. For courses that may be repeated for credit, enter the maximum total number of credits a student can receive from this course. E.g., enter 6 credits for a 3 credit course that may be taken a second time for credit, but not for a third time. Please note that this does NOT refer to how many times a class may be retaken for a higher grade.
Grading Method(s)	<input checked="" type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail

### PROPOSED CATALOG DESCRIPTION (no longer than 75 words):

The internship experience allows Health Administration and Policy (HAPP) majors the opportunity to further develop their knowledge and skills in a mentored, professional institution or organization prior to graduation. Internships must be approved by the HAPP Internship Coordinator. Students must be declared HAPP majors in good standing (2.5 cumulative GPA) and have earned 90 credits towards graduation. Department permission required. Students must also register for PRAC 098.

### RATIONALE FOR NEW COURSE:

The internship is a core component of the HAPP program and is available to students during the Fall, Spring, and often Summer. The new course would provide a robust academic component to the internship, thus helping to maximize the knowledge and skills gained in this practice-based experience. The creation of the new course also would allow us to rationalize the internship experience. That is, currently the internship is divided into a 1 credit preparation course, HAPP 496, and then the 5-credit internship, HAPP 495. HAPP 496 duplicates services offered by the Career Center. Thus, we propose to eliminate HAPP 496 and we will refer students to the Career Center (letter of support attached). The Career Center asks that internship students register for the zero credit PRAC 098, which is their means for tracking students in internships.

We will gradually phase out HAPP 495, allowing those students who have completed HAPP 496 to complete HAPP 495 as anticipated. Students who have not started the internship sequence would take HAPP 470. This does not change the total number of credits associated with the internship, the hours required in the internship, or students' progress in their major.

**ATTACH COURSE OUTLINE (mandatory):**

**HAPP 470**

**Health Administration and Policy Internship  
Fall 2016 (Proposed)**

***Course Description***

The internship provides HAPP students the opportunity to advance their knowledge of their respective subdisciplines by studying the application of core concepts, theories and methods in a real world setting. As an academic internship, this course challenges students to critically examine their internship experience and conduct an independent project that applies their academic training to address a question or problem related to the internship placement. Students also explore how an organization's mission, values, and unwritten principles inform the daily operation and problem-solving approaches of the organization. With the successful completion of their project, organizational analyses, and internship hours, students demonstrate their readiness to enter the job market and/or graduate school.

As a core requirement for the major this course must be completed with a C or better. The course may not be repeated for credit. Each intern is supervised by a preceptor/site supervisor at the placement site and by the internship coordinator on campus.

***Course Pre- and Co-Requisites***

Students must be declared HAPP majors in good standing (cumulative 2.5 GPA) and have earned 90 credits towards graduation. Students must also register for PRAC 098 at the same time that they register for the Internship. Registration is by permission only.

***Course Meetings***

Students will attend mandatory monthly seminars. If a student is unable to attend, documentation must be provided for the absence. Undocumented failure to attend the seminars will result in a reduction of the semester grade.

***Learning Goals and Objectives***

HAPP contains three tracks: Health Administration, Health Policy, and Public Health. The specific knowledge and skills required for competency vary. The overarching learning goals and objectives are:

1. Students will demonstrate a thorough understanding of organizational practice, including the role of vision and mission statements, the rationale for the target population, and the organizational structure.
2. Students will demonstrate understanding of the relationship between the organization and the community in which it operates.
3. Students will learn how to identify a question, issue or problem central to an organization and how to develop a project that responds to that question or problem.

4. Students will gain a command of the terminology, professional perspectives and practice, and cultural norms employed within a health administration/health policy/public health organization

### **Course Requirements**

Students are required to complete all course requirements and assignments for both HAPP 470 and PRAC 098 by the listed due dates for successful course completion in HAPP 470, the graded component of the internship. No late work will be accepted.

Students are required to complete 208 hours at an internship site; this breaks down to 16 hours per week for 13 weeks. Interns may not tele-commute without the permission of the Internship Coordinator; all work must be completed on site and with the direct supervision of the preceptor/site supervisor.

Students must also register for PRAC 098, a zero-credit course providing administrative oversight through The UMBC Career Center. Deadlines in the PRAC 098 syllabus are considered the same as deadlines for HAPP 470; failure to meet deadlines from PRAC 098 will impact the grade in HAPP 470. Students not registered for PRAC 098 by the last day of the Change of Schedule period will be removed from the internship course.

Students are required to have agency placement by the first day of the semester. If there is no placement (noted by the receipt of the appropriate forms) then the student will be removed from the course.

### **Assignments**

#### *The Portfolio*

The portfolio is a tool that allows you, the student, to have a record of your internship experience and shows others how you are able to implement what you have learned through your experiences at both the internship site and as a HAPP major. Components include:

1. Cover page – includes your name and your internship site
2. Table of contents
3. Cover letter
4. Resume
5. Anything that you developed or created onsite during your internship (see examples below)
6. The projects/events/activities in which you participated during your internship (describe your role via an introductory paragraph)

7. Any experiences that you had during your internship (meetings, visits to other locations) and explanations of each of these experiences
8. Research project: a copy of the poster and abstract or academic paper (see instructions below)
9. Reflective journal entries (see below)

All of these items should be in a three-ring binder. The binder should be look professional (that is, attention should be paid to the substantive content, its organization, and attractiveness). Do not use plastic covers unless an item will obviously be damaged by its inclusion in the portfolio. (For example, if something cannot be hole-punched, or something is an original legal document or will lose value if hole-punched.)

The portfolio's contents should be grammatically correct and free of spelling and/or other errors. Proofreading is imperative.

Examples of what students might include in the portfolio:

1. Newsletters
2. Flyers
3. Brochures
4. Curricula for educational programs
5. Webpages
6. Grants
7. Literature reviews
8. Meeting minutes/summaries
9. Photographs
10. Reports
11. Any other document generated during the internship experience or that impacted the experience
12. Next steps

All documents should be accompanied by an explanation of your role as it relates to the document. Portfolios will be due on the last day of the semester.

### *The Reflective Journal*

Students will be required to submit a reflective piece through Blackboard on a weekly basis. This journal is not to be a record of the hours worked and duties performed (while these things may be included, they are not to be the main focus). The student charge is to reflect on the experience and what each student's thoughts, feelings, observations, insights, challenges are during the course of the week.

Questions that may be considered for reflection include:

1. How do your internship responsibilities relate to what you have learned in the classroom setting?
2. What theoretical knowledge are you able to apply in your internship?
3. What skills are you able to apply in your internship?
4. Are there differences in what you have learned in the classroom and in what you see happening in your internship? How can you account for those differences? How might you reconcile them?
5. What have you learned about inter-office politics?
6. What have you learned about your organization's culture? Does the organizational culture impact your organization's effectiveness?
7. Are your assumptions about the organization/field/discipline holding fast? If not, what has caused you to question them?
8. What are your fears, disappointments, apprehensions?
9. What are your successes, accomplishments? What do you find yourself enjoying?
10. What has surprised you?

Reflective journal entries must be submitted as attachments through Blackboard each week by Sunday at 11:59 PM. Late submissions will not be accepted! Remember, too, to print out a copy for inclusion in the portfolio.

### *Research Project*

Students must select and complete one of the following semester research projects, which would require that each student identifies a question, issue, or problem related to the internship site with the focus determined with the input of the preceptor and approved by the instructor. This research – which may include an analysis of existing literature/policy, secondary data analysis or primary data collection – would have one of two outcomes, as follows:

#### 1. Academic Paper

The academic paper should reflect the student's track and the organization in which the student is placed. Generally, the paper should critically analyze the problem which the project is charged to address. The paper should include, at minimum:

1. Abstract
2. Introduction
3. Problem
4. Literature Review

5. Methods
6. Results
7. Discussion
8. Recommendations

Students will meet with internship faculty throughout the semester to ensure that they are on track with the paper. Papers will be due on the next to last Friday of the semester so that corrected versions will be included in the portfolio.

### 2. Poster Presentation with Abstract

Students have the option of creating a poster presentation and abstract detailing the findings of the research project that they have completed during the semester. It should be noted that posters are widely used in the academic community and at conferences. Guidelines for creating a poster are available to interested students.

It is important to note that the abstract should not be included on the poster; it should be a separate document. As with the academic paper, students will meet with internship faculty for guidance.

Posters will be due on the next to last Friday of the semester so that corrected version may be included in the portfolio.

## Grading

### *Possible points*

Deliverables	Points
Forms for PRAC 098	100
Graded final evaluation by preceptor/site supervisor	100
Academic Components <ol style="list-style-type: none"><li>1. Weekly reflective journal (minimum of 13 entries) @ 100 points</li><li>2. Research project (paper or poster and abstract) @ 100 points</li><li>3. Portfolio – additional documentation (both required and ancillary, to include timesheets, resume, cover letter, documents created at internship, preceptor information, possible letters of recommendation, etc.) @ 100 points</li></ol>	300
Total	500

### *Assigned Grades*

A = 450 -- 500 points

B = 400 – 449 points

C = 350 – 399 points

D = 300 – 349 points

F = <300 points

### ***Academic Honesty:***

*“By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC’s scholarly community in which everyone’s academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. To read the full Student Academic Conduct Policy, consult the UMBC Student Handbook, the Faculty Handbook, or the UMBC Policies section of the UMBC Directory.”*

[<http://www.umbc.edu/integrity/faculty.html>]

In this course, the minimum penalty for academic dishonesty is an F for the semester course grade.

### ***Students with Special Needs:***

UMBC is committed to eliminating discriminatory obstacles that may disadvantage students based on disability. If you have a disability and want to request accommodations, contact SSS in

the Math/Psych Building, Room 213 or Sherman Hall-B wing Room 345 (or call 410-455-2459 or 410-455-3250). SSS will require you to provide appropriate documentation of disability and complete a Request for Services form available at <http://my.umbc.edu/groups/sss>.



Kevin,

Thank you for sharing your note. The Career Center is very supportive of working with the Health Administration Policy Program to support faculty in administering the internship component. We are delighted to work together to have HAPP student enroll in the Internship Practicum simultaneously with HAPP 470. The addition of the HAPP students in our professional development and reflective sessions will be a welcome addition.

If you need additional information, please do not hesitate to let me know. We look forward to continued collaborations.

Christine

On 3/7/2016 12:42 PM, J Kevin Eckert wrote:

Christine,

The Health Administration and Policy Program has completed an extensive curriculum review as recommended in APR conducted in 2013. The proposed program revisions were approved by the department on Friday, March 4, 2015 and we hope to submit our proposed program changes to the UGC tomorrow, March 8. Via this email, I am sharing with you changes that relate to Career Services. I would appreciate a brief email from you

Thank you,  
Kevin

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J. Kevin Eckert, Ph.D.  
Professor and Chair

Sociology, Anthropology, Health Administration and Policy  
Professor (secondary), Epidemiology and Public Health, Medicine, UMB  
[410-455-5698](tel:410-455-5698)

- a. PRAC 98 required to take concurrently with HAPP 470, internship

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**Christine Routzahn**

Director

Career Center

UMBC - An Honors University in Maryland

[410-455-3671](tel:410-455-3671) (direct)

[410-455-2216](tel:410-455-2216) (reception)

[careers.umbc.edu](http://careers.umbc.edu)