Loyola University Chicago
Marcella Niehoff School of Nursing
Spring 2014

Course Number and Title:  HSM 360 Internship, HSM 361 Seminar

Number of Credits:  6 credits internship, 1 credit seminar

Meeting Schedule:  Internship varies by site, roughly 14 hrs/week
Completion of a total of **196 hrs internship hours is required**

Seminars:  Section 1, Tuesday   9-11:30  1.14, 2.4, 2.25, 3.18
Section 2, Thursday 10:30-1:00  1.16, 2.6, 2.27, 3.20
EXCEL classroom or on-line learning required. Classes are available through Loyola ITS, or through a variety of free on-line tutorials.

Faculty & Contact:  Mary Czulno, mczulno@luc.edu Section 2
Donna Williams, MBA, donnawilliamshome@luc.edu Section 1
Office hours by appointment

Pre-requisites:  Course may be taken only in Spring of senior year
HSM 325, HSM 338 and HSM 350 can be taken concurrently with the internship. All other classes required for the HSM major are pre-requisites.

Course Description  The course is designed to provide the student with a field-based experience under the supervision of a preceptor. The experience should provide the student with the opportunity:
- To apply academic learning to real-world practice
- To understand the healthcare organization, including its ethical responsibilities, structure and objectives
- To integrate how a specific project relates to larger healthcare organization goals
- To gain experience in a professional business environment which will serve as a credential
- To further develop professional skills, including communication, project management, and analytical capabilities
- To recognize his preferences and abilities and apply them to his own career choices
Course Outcomes: 

Apply Health Systems Management theoretical knowledge, concepts, and skills to the HSM practice setting.

Utilize major theories of leadership to evaluate the leadership style of self and health systems management leaders in the organization.

Demonstrate an understanding of the ethical responsibilities of healthcare leadership and its relationship to the Jesuit Tradition.

Apply analytical and reflective tools to assess situations and recognize leadership possibilities and opportunities for civic engagement.

Gain an increased awareness of how the healthcare organization responds to community issues and affects community development and healthcare.

Demonstrate effective interpersonal and team-building skills.

Demonstrate critical thinking and oral/written presentation skills.

Teaching Methods:

Internship is experiential learning. Seminars will use classroom discussions on assigned topics, reflective journaling, and specific assignments related to internship organization and experience.

Students also must develop EXCEL skills via an on-line learning tool of their choice.

Evaluation: 

Student grades will be determined based on below:

Seminar participation: 20%

Student journals 10%

Assignments: 20%

Evaluation by preceptor: 30%

Final project & presentation: 20%

Based on the above, students will receive the same grade for both HSM 360 and 361.

HSM Internship Handbook, Rev. 8.19.13

Course Evaluation Expectation:

It is a professional expectation that all students participate in course evaluations to guide ongoing program improvement.

Academic integrity: Academic honesty is an expression of an ethic of interpersonal justice, responsibility and care applicable to Loyola University faculty, students and staff, which demands that the pursuit of knowledge in the university community be carried out with sincerity and integrity. Link provide additional guidelines related to academic integrity

http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml
<table>
<thead>
<tr>
<th>Week 1</th>
<th>Seminar 1</th>
<th>Jan 14, 16</th>
<th>Review of course requirements, SMART goals</th>
<th>PRELIMINARY TOPICS</th>
<th>Chapter 1 &amp; 2</th>
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<td>Presentations: Organization &amp; Structure: Prepare discussion points on organization and its mission, structure</td>
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<td>Other Assignments:</td>
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<td>1. Reflection Journal #1 due (expectations)</td>
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<td>2. Resume</td>
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<td>3. Contact Sheet</td>
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<td>Week 3/4</td>
<td>Preceptor Meeting w/ faculty</td>
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<td>Meet with supervisor and faculty to review goals, SMART objectives and the Gantt chart</td>
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<td>Week 4</td>
<td>Seminar 2</td>
<td>Feb 4, 6</td>
<td>Presentation: Healthcare Reform’s Impact on your organization</td>
<td>Chap 3 &amp; 7</td>
<td>Development Stage</td>
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<td>Assessment of culture &amp; norms w/ institution</td>
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<td>Getting to Know</td>
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<td>GANTT charts</td>
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<td>Other Assignments:</td>
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<td>1. SMART goals</td>
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<td>2. EXCEL assignment</td>
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<td>3. Reflection journal #2 due</td>
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<td>Week 7</td>
<td>Seminar 3</td>
<td>Feb 25, 27</td>
<td>Roundtable: Quality Measurements, ppt or mini-essay</td>
<td>Chap 10 &amp; 12</td>
<td>Taking Stock &amp; Facing Reality</td>
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<td>Tentative: Career Search presentation</td>
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<td>Riding High: The Competency Stage</td>
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<td>Other assignments:</td>
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<td>1. Reflection journal #3 due</td>
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<td>2. GANTT</td>
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<td>Week 10</td>
<td>Seminar 4</td>
<td>Mar 18, 20</td>
<td>Roundtable: target job and interview questions</td>
<td>Chap 14</td>
<td>Traveling the Last Mile</td>
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<td>Other assignments:</td>
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<td>1. Updated Resume</td>
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<td>2. Reflection journal #4 due (Strengths &amp; development needs)</td>
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<td>3. Outline of presentation</td>
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<td>Week 14/15</td>
<td>Weeks of Apr 14, 21</td>
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<td>Final Presentations</td>
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<td>Each student will attend at least 8 other presentations, at a minimum of 3 other sites.</td>
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<td>Reflection journal #5 due (course feedback)</td>
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<td>Supervisor evaluation completed</td>
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**Seminar Participation:** Student attendance at seminar is mandatory unless previous arrangements have been made with the faculty. Students should be prepared for seminar discussions by reading assigned chapters and leading discussions of topics.

Laptops are not to be used during seminar.

See grading document for rubric on participation.

**Student Journal:** The purpose of the student journal is to provide the student with the opportunity to reflect on the internship project in which he/she is involved.

Students are responsible for creating journal entries of their internship experience. Students will complete a reflective journal that documents the internship experience. Prompts will be provided; the expectation is for writings of at least ¾ page (typed, double space) for each assignment. The students will have 5 reflective assignments to be completed by the date of each seminar (the 5th will be due prior to the end of the semester.)

See grading document for rubric on journals.

**Assignments:** Examples of assignments include weekly logs, a GANTT chart, SMART Objectives, EXCEL demonstration, and a revised resume.

See grading document for rubric on assignments.

**Evaluation by Preceptor:** Each preceptor will complete an evaluation of the student. Evaluation criteria will be provided.

See grading document for rubric on evaluation.

**Final Presentation:** Students are required to give a presentation at their site on a significant project that they worked on at the end of the semester. Site preceptor, faculty contact, peers, as well as other HSM Faculty are invited to these presentations.

See grading document for rubric on presentation.
Additional materials on Sakai site:

   Weekly Log

   Supervisor Evaluation