



UT Tyler[™] SCHOOL OF HEALTH PROFESSIONS

HPEM 5050

Health Administration Residency Prep

Credit Hours: 0

Semester: Fall
Class Day/Time: TBD

Year: 2025
Class Location: TBD

Instructor of Record: Blair Zdenek

Office: H242
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Office Hours: persistent

Course Description: This is a required 0-credit HAR prep course provides an opportunity for each student to prepare for HPEM 5399 - Health Administrative Residency / Internship (HAR). Each Administrative Residency placement is different; therefore, this prep course will be dedicated to making sure appropriate agreements are in place and each student and precepting site are equally prepared for a successful experience.

Prerequisite: None.

Co-requisite: None.

Student Responsibilities:

1. Students will identify the practicum site and seek preceptor approval.
2. Students will attend an HAR Prep Meeting with HAR Instructor and HAR Preceptor.
3. Students will complete the HAR Work Plan with the assistance of the HAR Preceptor and HAR Instructor.
4. Students will complete all 3 required CITI training courses for the MHA Program.

Course Assessment/Methods of Evaluation:

This course is 0 credit hours and will not be assessed or evaluated.

To be eligible to enroll in HPEM 5399, the student must have the following by the end of HPEM 5050:

1. An approved HAR site and preceptor identified.
2. An approved HAR Work Plan on file.
3. An executed institutional affiliation and program agreement on file.
4. All 3 CITI Certifications on file.

Incompletion of Pre-HAR work during HPEM 5050 will result in delayed enrollment in HPEM 5399.

Textbook:

None

Participation:

Maintain regular communication with the HAR Instructor as needed.
Present yourself professionally through both actions and attire.

Academic Honesty:

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an

examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Cheating

Dishonesty of any kind involving examinations, assignments, alteration of records, wrongful possession of examinations, and unpermitted submission of duplicate papers for multiple classes or unauthorized use of keys to examinations is considered cheating. Cheating includes but is not limited to:

- Using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class.
- Falsifying or inventing any information, including citations, on an assigned exercise.
- Helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism

Plagiarism is presenting the words or ideas of another person as if they were your own. Materials, even ideas, borrowed from others necessitate full and complete acknowledgment of the original authors. Offering the work of another as one's own is plagiarism and is unacceptable in the academic community. A lack of adequate recognition constitutes plagiarism, whether it utilizes a few sentences, whole paragraphs, articles, books, audio-visual materials, or even the writing of a fellow student. In addition, the presentation of material gathered, assembled or formatted by others as one's own is also plagiarism. Because the university takes such misconduct very seriously, the student is urged to carefully read university policies on Misconduct in Research and Other Scholarly Activity 05.00. Examples of plagiarism are:

- Submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another.
- Submitting a work that has been purchased or otherwise obtained from an Internet source or another source.
- Incorporating the words or ideas of an author into one's paper without giving the author due credit.

Adding/Dropping:

The official deadline for adding and dropping courses is as published in the academic calendar and Graduate Bulletin (typically the day before Census Day). However, students are strongly encouraged to meet with their graduate advisor or the Program Coordinator prior to adding/dropping courses. Movement into and out of classes after the 4th class day requires approval of the Program Director. Students can drop until mid-semester without a WP or WF. Drops after mid-semester require approval of the Dean. Each student is responsible for their own enrollment status with the university.

Disability Accommodations:

UTHSCT abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which mandate reasonable accommodations be provided for students with documented disabilities. If you have a disability and may require some type of instructional and/or examination accommodation, please contact me early in the semester so that I can provide or facilitate provision of accommodations you may need. If you have not already done so, you will need to register with the Student Services Office (located on the UT Tyler Campus). You may call 903-566-7079 for more information.

Technology Support: Information about the UT Tyler north campus Health Science Center Help Desk, minimum technology requirements, campus Wi-Fi networks is available on the Technical Support page - <https://www.uthct.edu/technical-support>