



HPEM 5339-060 Health Administrative Residency/Internship Credit Hours: 3

Semester: Fall

Year: 2025

Class Days/Times: Virtual

Class Location: Virtual

Instructor of Record:

Office: Kimberly Elliott PhD

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Office Hours: By request

Course Description: This course provides an opportunity to put theory into practice. Students will work under the guidance of a preceptor at a healthcare site to gain exposure to the operations and challenges of healthcare administration. Students will complete a minimum of 135 hours of activities. Throughout the experience, students will prepare academic journals reflecting on observations of leadership styles, completion of any projects assigned at the site and experiences in high-level team meetings. At the end of the experience, students will prepare a written report of their observations and experiences and prepare a poster or presentation of their findings from any projects assigned by their preceptors.

Prerequisite: Completion of 24 credit hours in the MHA program and selection of option (traditional or project) approved by preceptor and program director.

An internship work plan and tentative schedule must be signed by the student, preceptor, and course instructor, and must be approved by the MHA program director prior to course registration.

Traditional Option

Students are required to successfully complete a semester long internship consisting of a minimum 135 hours as part of their mandatory requirements to meet graduation eligibility. The internship meets the requirement of 3 credit hours of experiential/immersive learning as designated in the program curriculum. Students will receive a real work experience in a health care environment and identify learning opportunities associated with collaboration and leadership. At the completion of the internship, the student will prepare a report and poster presentation identifying the skills and knowledge gained during the internship. Students will also be responsible for submitting 4 reflection journals during the semester which will become a part of the overall course evaluation.

Project Option

Students, in collaboration with their preceptor, are required to identify a management, technical or administrative task or problem(s) that can be completed while the student is interning in the health care organization. The project must be approved by the preceptor with the understanding of the time needed for completion must fall within the internship constraints of a minimum of 135 hours. At the conclusion of the internship the student will prepare a report and poster presentation describing the project(s) work. With the preceptor's approval, the student will submit the report to the course instructor along with recommendation(s) pursuant to the resolution of said project(s). Students will also be responsible for submitting 4 reflection journals to faculty instructor during the semester which will be a part of the overall course evaluation.

Student Learning Outcomes (SLO or "course objective"): Upon successfully completing this course, the student will be able to:

1. Apply theoretical foundations to real world work environments. [PLO A]
2. Develop critical thinking skills applicable to administrative roles and responsibilities in health care environments. [PLO A, D]
3. Gain experience and knowledge of the daily operations for health care administrators. [PLO A]
4. Demonstrate the ability to work effectively as a member of a team with diverse backgrounds while modeling ethical behavior. [PLO B, C, D, E]
5. Gain exposure to the interrelationships and interdependencies within health care organizations and entities. [PLO C]

Course Assessment/Methods of Evaluation:

Assignments	
Reflection Journals (2 per month. Minimum of 4 total)	Complete/Incomplete
Presentation and Report	Complete/Incomplete
Preceptor Evaluation	Complete/Incomplete
Evaluation of Preceptor and site	Complete/Incomplete
Timesheet (signed by student and preceptor)	Complete/Incomplete
Course Grade Scale	Credit/No Credit/Incomplete

Linked MHA Program Learning Outcomes:

- PLO A.6- Policy analysis: Understand the policy-making process and the role of public health politics; assess a problem and identify and compare potential policy solutions; and understand and critically assess methods to evaluate policy impact. (Intermediate)

- PLO A.8- Operational analysis: Analyze, design, or improve an organizational process, including the use of quality management, process improvement, marketing and information technology principles and tools. (Advanced)
- PLO B. 1- Convey: Speak and write in a clear, logical, and grammatical manner in formal and informal situations; prepare cogent business presentations; facilitate an effective group process. (Advanced)
- PLO B. 3 - Interact: Perceive and respond appropriately to the spoken, unspoken, or partly expressed thoughts, feelings, and concerns of others. (Advanced)
- PLO C.2 - Accountability: Hold self and others accountable to standards of performance; encourage commitment to the long-term good of the organization. (Advanced)
- PLO C. 5 - Collaboration: Work collaboratively with others as part of a team or group, demonstrating commitment to the team's goal and encouraging individuals to put forth their best effort. (Intermediate)
- PLO D. 2 - Behave ethically and promote standards of ethical behavior throughout public and healthcare organizations and professional communities. (Advanced)
- PLO E.1 - Actively seek feedback from others, reflecting and learning from successes and failures of professionals in public health and healthcare. (Intermediate)

Required Textbook: None

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.

AI Use:

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear

correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

Students can use AI platforms to help prepare for assignments and projects. You can use AI tools to revise and edit your work (e.g., identify flaws in reasoning, spot confusing or underdeveloped paragraphs, or correct citations). When submitting work, students must identify any writing, text, or media generated by AI. In this course, sections of assignments generated by AI should appear in a different colored font, and the relationship between those sections and student contributions should be discussed in a cover letter that accompanies the assignment when submitted.

Schedule and Weekly Activities

- Students will work with their preceptor on a pre-arranged schedule to carry out the activities from their work plan.
- Students will meet with the instructor of record bi-weekly for check-in calls to discuss progress in the Residency.
- The instructor of record will contact students during week 1 to arrange the bi-weekly check-in schedule.

Note: The Instructor retains the right to change this syllabus.



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