

Course Calendar
HPEM 5399 – Health Administrative Residency / Internship
2026 – Summer Semester

This is only a proposed generalized schedule for the course. Each student will meet with the instructor and come up with an **individualized plan**.

Week	Topics	Activities / Deliverables
Pre-Semester	Kick Off Meeting Project Definition, workplan, timeline development and submission	<ul style="list-style-type: none"> • Faculty / Preceptor / Student Expectation meeting • Finalize and submit Administrative Residency/Internship Work Plan (Appendix B) with all signatures Submit Project Definition, workplan, timeline
Week 1 - 2	<ul style="list-style-type: none"> • Residency activities begin 	First check-in with faculty - End of week 2
Week 1-14	<ul style="list-style-type: none"> • Residency activities • Reflection Journals 	Meet with faculty and Submit Student Reflection Journals every 2 weeks
Mid-Term	Mid-Term Meeting Site Visit (Virtual – TBD) Residency activities	<ul style="list-style-type: none"> • Status meeting with Faculty and Preceptor • Site visit with Faculty and Preceptor and Student (optional)
End of Semester	Final Deliverables: <ul style="list-style-type: none"> • Written Report • Presentation 	<ul style="list-style-type: none"> • Submit: <ul style="list-style-type: none"> ○ Written Report ○ Presentation with optional poster <p>by Date to be determined between the instructor and student (at the completions of 135 hours)</p>
Post Course	Residency / Internship Evaluation	<ul style="list-style-type: none"> • Submission of: <ul style="list-style-type: none"> Student Evaluation of Preceptor Site (Appendix A) <ul style="list-style-type: none"> ○ Preceptor Evaluation of MHA Student (Submitted directly to the instructor) • By last day of classes