

Healthcare Management and Administration
Internship Requirements and Instructions

CHECKLIST

IMPORTANT: Be sure to have the following forms and documents signed and emailed to the program advisor, Charles Stewart at stewartc@rowan.edu

Required forms must be completed before or at the beginning of the Internship course.

- Submit a signed Confirmation Letter from the site supervisor.**
- Submit a signed Internship Intake Form.**
- Submit a signed Internship Job Description with the Site Supervisor's name, email, and phone number.**
- Submit a Resume and Cover Letter. (Mandatory)**
- Schedule a (virtual or in-person) meeting with the program advisor.**

Meeting Date: _____ **Meeting Time:** _____

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Course: HCM 51.488: Healthcare Management and Administration Internship I

Course Overview: The course will provide formal opportunities and guidance for Healthcare Management and Administration students seeking to explore the wide variety of careers in the Healthcare Management and Administration industry. This internship will allow students to explore careers in the Ambulatory, Hospitals and Urgent Care Clinics, Nursing and Residential Care, Pharmaceutical and Medical Device Healthcare Sectors. Healthcare Management and Administration Internship I will be offered annually followed by Healthcare Management and Administration Internship II. To receive 3 credits in each course, students are required to commit a total of 120 hours minimum at the internship site which equates to approximately 10 hours per week and submit all assignments. Students are responsible for coordinating internship hours, class and work schedules (*if employed*) with their site supervisors.

Course Description: The Internship I course provides students with the opportunity for a meaningful healthcare management career-related experience in a variety of organizational settings. It is expected that students will practice and expand upon their knowledge and skills learned in the classroom in a substantive healthcare environment. This experience should provide a better understanding of healthcare organizations to facilitate the transition from the classroom to the career environment. While each placement will have a unique opportunity, students will be expected to complete 120 clock hours as part of this experience.

Rowan University is not responsible for identifying or placing a student into an internship site. It is the student's responsibility to identify their internship site.

Course Materials:

- Students will not need to purchase any materials. Timely materials, literature, links, etc. will be provided by the instructor.
- Students will be required to have internet access for virtual meetings and assignments. Internet access can be accessed in the campus computer labs and library.

Expectations: Strongly Recommended

- **Prior to internship students should have completed the following Foundation Courses:**
 1. *Introduction to Healthcare Management*, 2. *Healthcare Informatics*, 3. *Healthcare Law and Ethics OR Legal Environment of Business*, 4. *Healthcare Delivery and Quality*, 5. *Strategic Management in Health Care*
- A minimum of **120 hours** at the internship site (approximately 10 hours per week during the regular academic semester) is required.
 - The Student and Site Supervisor will coordinate the internship schedule to work around a student's school or existing work schedule (should the internship be at another agency/location virtual and/or in-person formats are acceptable).
 - The placement must be approved by the program advisor prior to participating in the internship.
- The student, once enrolled in the Internship course (whether online or in person) will be covered by Rowan's Certificate of Liability Insurance.
- **Required forms** must be completed prior to or at the beginning of the Internship course, as well as during the course.
 - **Submit a signed Confirmation Letter** from the site supervisor confirming your internship.
 - **Submit a signed Internship Intake Form** from the site supervisor.
 - **Submit a signed Internship Job Description** with the Site Supervisor's name, email, and phone number.
 - Depending on the internship agency, the process may include **drug screening, fingerprinting**, and an in-depth **background check**. *Rowan University is not responsible for any fees related to drug screening, fingerprinting, or background checks. In most cases, students can anticipate an estimated cost of \$55 for Background Checks and Fingerprinting. Drug Screening costs are generally covered by the employer.*
 - **Submit a resume and cover letter** which is mandatory for the course. It is recommended that the student have both a resume and cover letter drafted during their Junior Year.
 - **Schedule a (virtual or in-person) meeting** to be held with the program advisor prior to the beginning of the semester for screening and review of course requirements.
- **Identifying Internships:** It is *strongly* recommended that students begin their search to identify an internship site during their **Junior year (Fall Semester)**. Once an internship has been identified and secured, that site will only be approved with the permission of the program advisor before the start of the Senior year (*Fall Semester*). If an internship has not been identified and secured prior to registering for the course, it is necessary to schedule a virtual meeting with the program advisor prior to the start of the Senior year (*Fall Semester*). (*go to "How do I find an internship?" for support*)

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○ POSITION REQUIREMENTS

Positions associated with the internship should reflect a level of responsibility that provides students with insight into their field of study. These positions may be compensated or uncompensated. All positions are expected to facilitate a supervised learning process that provides practical experiences of performing actual operations, assignments and projects which will expand their knowledge and skills learned in the classroom. The goal of the position is for students to gain first-hand professional experience outside of the classroom that supports future career goals and allows students to network with professionals in their field of study. Positions are secured through a student's own efforts. Final approval of the position rests with the program advisor. **SEE THE INTERNSHIP SCOPE FOR MORE DETAILS**

○ SEARCHING FOR POSITIONS

Reflect on your passions and ambitions. Students are not “placed” in a site by the program advisor or the School of Professional Studies. The program advisor and administrators facilitate the process by which students identify a site where they wish to undertake their internship. By way of advisement, students can identify those internship sites that enable them to follow their passions, ambitions, and aspirations. This assumes, of course, that students know and can articulate their passions, ambitions, and aspirations, which makes meeting with your advisor important. It is worthwhile to stop and think about your purpose and what you love about your major, determining your “Why”. It is important to be strategic and deliberate in aligning your major, minor and/or CUGS with your internship. The practice of articulating your future goals – writing them down, looking at them, and revising them until you are satisfied – will help you identify your internship.

○ CONTACTING SITES

What specific internships promise to meet your goals? Once you've reviewed the list and identified three possible sites you should contact each to determine whether it lives up to its promise. The student should inquire about scheduling a meeting with the person who would be the site supervisor for the internship. Before the meeting, the student may submit a resume and cover letter stating the goals and purpose of the internship and brings a copy to the meeting. Articulating your passions, ambitions, and aspirations in your cover letter becomes valuable. If it's a new site that has not yet worked with Rowan University, then an affiliation agreement will need to be developed prior to the start of the internship. **What to look for in the Internship Site.** The site should have an array of professional positions and offer opportunities to apply coursework to real-world practical experience by providing a variety of assignments, projects, and experiences. To strengthen the experience, the site supervisor should place you in positions to acquire new and develop existing skills and knowledge in your field of study.

Steps to Internship Registration and Timeline for Completion:

- **Step 1 5-12 months** before the semester starts.
 - Schedule virtual or in-person meetings with the program advisor to discuss Internship requirements.
 - Review All Internship Documents
 - Complete All Prerequisites to **HCM 51488 Healthcare Management and Administration Internship I**
 - Search and Identify an Approved Internship Site: (*see How do I find an Internship? section*)
 - Secure placement and confirm with the program advisor. (see “New Agreements” section)
 - Students currently working in Healthcare Management and Administration must submit their current job description for evaluation to determine if the position meets the scope of the internship. If a new affiliation agreement is necessary, see the “New Agreements” section.
- **Step 2 0-5 months** before the semester starts.
 - Secure placement and confirm with the program advisor. (see “New Agreements” section)
 - Complete and Submit all Required Internship Forms.
 - Review Prerequisite Completion
 - Register for **HCM 51488 Healthcare Management and Administration Internship I**
 - Complete any required background checks, fingerprinting, and screenings required by the agency.
- **Step 3 Week 1 - Day 1** of the semester.
 - Confirm receipt of the Course Syllabus.
 - Confirm Submission of Required Forms, Resume, Cover Letter
 - Confirm receipt of Internship Weekly Log
 - Attend the First Day Class Virtual Session scheduled by the Internship Instructor
 - Start internship!

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New Agreements: *This process can be lengthy. It is in the student's best interest to start this process as early as possible.*

- Once the student has identified their internship site, the Internship Coordinator will check to see if there is an agreement on file.
- If no agreement exists, then the student will provide a point of contact from the internship site to establish communication with the Internship Coordinator. *This is generally the site supervisor.*
- The Internship Coordinator emails the site supervisor introducing the New Agreement coordinator who will provide internship documentation to the company for signature.
- If the company needs to make any changes to the document, the New Agreement coordinator needs to send the augmented and changed document to our Office of the General Counsel for review.
- Once the company signs the internship documentation, the New Agreement Coordinator will send the signed document to the Internship Coordinator for review
- **Once documentation is signed and dated, the student can begin their internship.**

How do I find an internship?

- Check out [PROF JOBS](#) for a listing of opportunities.
- [Internship Opportunities](#) with other college departments
- Seek the assistance of the [Office of Career Advancement](#)
- Use your network! Talk to family, friends, and colleagues and let them know that you are looking for an internship.
- You may be able to use a current job for your internship - speak with your professor directly to see if it would be possible.
- Search online. Some recommended sites:

[Careershift.com](#)

[Idealist.org](#)

[Usajobs.gov](#)

[Indeed.com](#)

[Glassdoor.com](#)

[Collegerecruiter.com](#)

[Google Job Search](#)

[LinkedIn.com](#)

Rowan University Approved Internship Sites

- Cooper Health System
- Complete Care Health Network
- Christiana Care
- Children Hospital of Philadelphia (CHOP)
- Inspira Health Network
- Bancroft
- AFC Urgent Care
- Virtua Health System
- Reconstructive Orthopedics
- Oaks Integrated Care

Additional sites will only be approved with the permission of the program coordinator or advisor.

Additional Information:

- If the student has not secured an offer of internship placement, the student will identify the type of internship position they are pursuing (i.e. Accounting, Marketing, Human Resources, etc.) and assistance can be provided. However, it is highly encouraged that the student attempts to obtain an internship.
- All guidelines from the University will be followed – discipline, honesty, attendance, etc. Please refer to the Rowan University Student Handbook and Course catalogs for more information.
- Students will be screened by the program advisor and may be interviewed by the site supervisor prior to the start of the internship.
- This course is not Pass/No Credit