

Guide for Students Seeking Internships

HSAD 469 - Internships

- Aimed at providing practical experience in the field of Health Services Administration.
- 3-6 credit hours [120 hours – 240 hours of field experience].
- 1 credit hour = 40 hours of field experience at a healthcare organization.
- Students can use their place of employment for internship if they work at a healthcare or a related organization.
- For students who are interested in pursuing licensure to practice as **Licensed Nursing Home Administrator (LNHA) OR Assisted Living Facility Director**, please contact Dr. Jitendra Singh (jitendra.singh@mnstate.edu) for additional details.

Prerequisites

- Completion of all the core courses and related requirements for the HSAD program.
- Completion of all the classes required for emphasis in long term care administration (if interested in seeking NHA or ALD license)
- Successful completion of HSAD 468 prior to start of the internship.

Getting Ready for Internship - Steps

- Review internship website and guide
- Enrollment in **HSAD 468 - Internship Seminar** a semester prior to internship
- Completion of Background Check and Immunization Requirements
- Application & Internship Interview Practice
- Completion of Internship Information Form

Internship Website & Guides

- Please review internship website and internship guides to gather more information about student internships.
- Please share this information with your internship preceptor.

Note – It is important to review this website prior to your internship interview.

Internship Seminar/HSAD 468

Register for Internship Seminar (HSAD 468). The main objective of the seminar course is to prepare students for their internship. A maximum of 1 credit can be taken toward seminar course. Key assignments in HSAD 468:

- Professional Resume and Cover Letter – Drop Box Assignment
- Discussion Question Assignments
- Site Selection Assignment – Finalize list with help from Program Coordinator
- Immunization and Background Checks – Complete **at least 2 months prior** to beginning internship

(The HSAD program has been approved by the BELTSS and NDLTCA and meets the licensure requirements. Please contact Dr. Jitendra Singh if you are interested in seeking the Nursing Home Administrator licensure or Assisted Living Director License.)

Internship Interview Practice

- Prepare resume and cover letter as you get ready to apply for your internship. Please note: this is also a course requirement for the HSAD 468 (Internship Seminar class).
- You can work with the Career Development Center (CDC) at MSUM as you are preparing your documents. You can also practice interview skills with the CDC.

Internship Contract

- Internship Agreement Form should be completed and submitted prior to beginning of the internship. Students typically complete this form while they are registered for HSAD 468. Please note that for non-clinical/health administration students are only required to submit this form. We do not need additional contract for non-clinical internship.

Immunization and Background Check Information

- **Students can not start internship unless immunization and background check is complete.** It is required that students complete this step while they are registered for HSAD 468 (Internship Seminar).

Student Internship Information_Agreement Form

- **Student Internship Information_Agreement Form**
 - This document must be submitted when student is completing HSAD 468.

Expectations for Students

- Keep regular attendance and be on time, both at school and at the Facility's training site. The student will promptly notify the facility's training site if unable to report. The student's placement will automatically terminate if the student terminates his/her enrollment in the program or is no longer enrolled as a student at MSUM.
- Demonstrate honesty, punctuality, courtesy, and a cooperative attitude.
- Maintain a desirable health and grooming habits, desirable/required dress, as well as willingness to learn.
- Furnish the coordinating MSUM HSAD 469 instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the program.

Expectations for Students

- Conform to all rules, regulations, and policies including health, safety, and work environment of the facility, and follow all instructions given by the facility.
- Consult with your MSUM HSAD 469 instructor about any difficulties arising at the facility's training site.
- Be present at the facility's training site on the dates and for the number of hours agreed upon.
- Not terminate participation in the training experience at the facility without first consulting with your instructor.

Internship Requirements

- Register for HSAD 469
- Internship Rotations
- Student Weekly Journals and Documentation of Hours
- Tasks and Project(s) during Internship
- Student Narrative Summary of Internship
- Student Evaluation of Internship Experience
- Preceptor Evaluation of Internship

Internship Rotations

- Rotation through different departments at internship organization/site is required to ensure that students demonstrate knowledge of all the functions of the organization/site.
- Domains of Practice document can be used while planning departmental rotation.
- Rotation schedule should be drafted in consultation with your internship preceptor.
- Please complete and send the tentative rotation schedule to your internship coordinator (by the end of first week of internship).

Student Weekly Journals and Hours

Each week the student should complete a summary of activities completed (see below). This summary should be 100-200 words in length.

Students are also required to document internship hours each week. Format for recording hours is included on the website.

Topics to include in your weekly summary:

- Major projects completed
- Skills/knowledge/new experiences
- Conflict or problems encountered
- Questions/concerns
- Answers that you sought for previous questions/concerns
- Any additional comments/thoughts

Tasks and Project(s) during Internship

- Students should meet with preceptors regularly to identify potential internship tasks. These tasks include but are not limited to the following:
 - Seek opportunities to get involved in activities such as meetings, operations, etc. (must be discussed with preceptor)
 - Identify potential projects (human resources, finance, process improvement etc.) in consultation with preceptor.

Student Narrative Summary of Internship

- This summary should occur at conclusion of your internship
- The summary should highlight:
 - Major concepts that were acquired and reinforced during the experience.
 - Specific projects that were successful
 - Any major problems/conflicts – how were they resolved?
 - Management/leadership skills that were utilized
 - Statement of how you will apply skills/knowledge learned during your internship after you leave MSUM.
- ❖ Major project report should be submitted separately.

Internship Evaluation

- Survey link will be emailed to internship preceptor and student during the final week of the internship.
- Please complete these evaluation surveys **within 1-2 days** as this evaluation is part of the student's final grade for the internship class (HSAD 469).

Contact Information

Please contact the Program Coordinator should you have questions and/or concerns.

Contact Information:

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