COURSE DESCRIPTION: Implementation of health care administration practicum. Under the supervision of an on-site preceptor and in conjunction with HCA facility, students are required to develop a major project benefiting the health care organization, as well as being a learning experience for the student. Students must complete written assignments and reports, maintain a daily progress report for the first week and a weekly report until the completion of the hours required (weekly progress report format). Additionally, the student must demonstrate an understanding of the internal and external environmental influences, issues, and concerns. The student must have first-hand knowledge of the inner workings of the organization and is able to evaluate the effects of the organizational influences.

CREDIT HOURS
For students enrolled prior to Fall 2010: 6-12 credit hours. Students currently working in healthcare have the option of completing a 6 credit hour practicum. All other students must complete 12 hours unless otherwise approved by facility. Students enrolled since Fall 2010: 3-6 credit hours. Students admitted prior to this catalogue date may operate from current catalogue schedule; but they must meet the conditions of the current catalogue schedule including completion of all HCA course requirements.

Pre-requisites: Must be HCA major (no pre-HCA majors admitted). Must have at least 2.5 GPA and senior level standing and completion of HCA courses 175, 201, 300, 302, 330, 399, 402, and 403 or special permission by the department in some circumstances. Students should also be within 6 credit hours of graduation upon completion of the practicum.

COURSE OBJECTIVES: Upon completion of the course, students will achieve a health care experience that allows them to pursue a career in the health care field. Students should:
1. Understand the inner workings of a health care organization.
2. Learn to develop environmental and organizational case studies and assessment.
3. Discuss organizational styles, cultures, and expectations.
4. Obtain an understanding of the different health care systems in So. Nev.
5. Further knowledge of the language of health care.
6. Create a working reference binder.
LEARNING OUTCOMES

1. Learn to evaluate an organizations strengths, weaknesses, opportunities and threats
2. Understand and verbalize healthcare language in conversation.
3. Create an environmental and organizational case study/assessment
4. Understand the role of management in healthcare
5. Through project presentation increase capability of written and oral presentation
6. Follow the instruction of health care supervisor in completion of work assignment
7. Work well with others in the organization and demonstrate the effectiveness of team approach
8. Assume responsibility for a major healthcare project with defined outcome goals
9. Meet the requirements as defined in the preceptor evaluation form.
10. Continue development of the intellectual methods: inquiry, critical thinking, synthesis, communication, diversity, ethics

FIELD PRACTICUM

The field practicum establishes the linkage between theory and practice. By May 1st 2016 the student will have completed the following. All students are expected to complete all written requirements, presentations, and deadlines and/or due dates established by this instructor and their organizational preceptors. Additionally Students are expected to create a business binder with all information pertaining to HCA 401, and HCA 493 as a resource for their future work. Students must meet all requirements as outlined in the Agreement of Understanding.

1. Orientation to health care organization: Must complete a work site orientation that allows you to become familiar with the workings of the organization. Reviews expectations of preceptor in regards to policy and procedures, as well as project responsibilities.
2. During the first week a daily progress report is required
3. Weekly reports are required from week 2 till end of practicum. Weekly report format should be followed. Do not include minutia unrelated to the practicum. Include all meetings attended, names and title of key individuals met, assignments given, requirements and activities. Make sure you include your observations and any problems encountered.
4. Class attendance is required. Any absences should be prior arranged with instructor.
5. Professional attire required while on-site at internship organization. Professional attire required for all presentations of project material.
6. One in-class presentation is required: The environmental assessment and organizational assessment presented by the organization’s work group with individual (3-5 pages) paper submitted by e-mail by date specified.
7. The final project presentation is to be submitted on paper on an individual basis (3-5 pages plus attachments) at the end of class as specified.
8. All students will be graded individually based on contribution and performance. The instructor will consider the following principles while evaluating the student’s oral and written performance. Inquiry, critical thinking, synthesis, communication, and presentation content.
9. Papers are the individual student’s responsibility and should not be turned in as a group.
10. Binders are individual as well.
DEVELOPMENT OF ENVIRONMENTAL ASSESSMENT:

This portion of the project is designed to assess the internal and external influences, and how the organization responds to the environment, and any potential changes. Use texts from previous HCA classes as reference.

1. The paper should be 3 to 5 pages combined with the organizational assessment, plus attachments.
2. Should be complete, succinct, and professionally written.
3. Include major stakeholders and their relationship to the organization. Major competitors and the nature of their competition, as well as why they are seen as competitors?
4. Organizations with major cooperative agreements with the organization and the nature of that cooperation (chain ownership, alliances, contracts, joint ventures).
5. Define any horizontal and vertical integration patterns or contracts.
6. Major environmental opportunities and threats faced by organization, the organizational response both formal and informal; and give your own assessment of the adequacy of the responses.
7. How does your project fit into the organizational response?

DEVELOPMENT OF ORGANIZATIONAL ASSESSMENT:

Use texts from previous classes.

1. The combined paper should be 3 to 5 pages plus attachments.
2. Attachments should include: organizational mission, vision and values. Organizational chart or charts, Key objectives of the organization.
3. In the paper include a description of how your project fits in the organization.
4. Top management function and leadership style.
5. Formal organizational communication patterns (vertical, horizontal, or diagonal) and role of informal communication.
6. How major policy decisions are made
8. Quality: Include CQI, major focus and QI programs, any evaluations of programs, and tools used as attachments.
9. As part of your paper: Give an assessment from your point of view, of the organization’s structure, top management leadership style, communication patterns, and decision making. Looking at, how does # 4-9 effect the organization?

PRESENTATION

1. Group presentation of the environmental and organizational assessment by work group to be presented in class.
2. The Class Presentation should be done with students from the same host organization working together to create a power point presentation that addresses your assessment of the overall organization’s environment and organizational status.
3. Individual papers should be submitted with the criteria listed above.

FINAL PROJECT PAPER
1. The final project report should be professional in appearance, 3-5 pages plus the attachments.
2. Report should include title of project, name of organization, student name, preceptor name, instructor, date, and include other students that were part of your work team.
3. The report should be a summary of your major project, including your minor projects with outcomes and goals. The project report should include: achieved and not achieved goals, objectives and or outcomes, barriers to success you encountered and how the organization and or you overcame the barriers. If barriers prevented your success or changed outcomes, describe.
4. Mini projects: Include a summary of these with any additional information you deem important.
5. What did you learn from your practicum? What was the high light of this experience?

**BINDER**

1. **Binder** must include table of contents and table of attachments, section dividers.
2. Binder should be organized so it is useful
3. Include all documents from HCA 401 and HCA 493 Practicum as well as any information you believe will be important to you in the future.
4. Binder can be as large as necessary and may need to be in 2 or 3 parts.
5. Make sure it is labeled and easily reviewable.
   - 6. As with any of these assignments, more is not better.
   - 7. References should follow bibliography format.

**LEARNING MODULES**

<table>
<thead>
<tr>
<th>Due date</th>
<th>Time</th>
<th>Submission via:</th>
<th>Students</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Before 1/21/2016</td>
<td>n/a</td>
<td>On-line by e-mail arrange with instructor</td>
<td>Pre-arranged Early starts of practicum</td>
<td>Progress reports required</td>
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<tr>
<td>1/21/2016</td>
<td>n/a</td>
<td></td>
<td>All HCA 493 students must start practicum</td>
<td>Review course requirements (syllabus sent by instructor) Email instructor: 1. Your email address 2. Practicum organization name 3. Preceptor name and email address 4. Practicum: Start date, days and # hours/week scheduled Progress reports required: First week send reports daily, then once a week by Wednesday of following week.</td>
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<td>Date</td>
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<tr>
<td>1/28/2016</td>
<td>5:00</td>
<td>UNLV:</td>
<td>All HCA 400/493</td>
<td>Review binders and project Case Description you created in 399/401</td>
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<td>PM</td>
<td>Status report</td>
<td>students</td>
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<td>of project (5 min.)</td>
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<td>Provide update on practicum</td>
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<td>2. Work Group</td>
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<td>Formation</td>
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<td>Organize into small groups</td>
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<td>3. Issues/</td>
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<td>questions</td>
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<td>All daily reports to be submitted by Wednesday</td>
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<tr>
<td>2/25/2016</td>
<td>5:00</td>
<td>Conference Call</td>
<td>All HCA 493 students</td>
<td>Weekly progress report to be submitted by Wednesday</td>
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<td></td>
<td>PM</td>
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<td>Status report on practicum</td>
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**LEARNING MODULES (continued)**

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<th>Time</th>
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<th>Students</th>
<th>Activity</th>
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<tbody>
<tr>
<td>3/24/2016</td>
<td>5:00PM</td>
<td>Student status</td>
<td>All HCA 493 students</td>
<td>Weekly progress report to be submitted by Wednesday</td>
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<td>call : Conference call</td>
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<td>Instructor FU with Preceptor</td>
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<td>Any issues. E-mail instructor ASAP</td>
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<td>Weekly progress report to be submitted by Wednesday</td>
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<td>4/7/2016</td>
<td>UNLV in class</td>
<td>All HCA 400/493</td>
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<td>Weekly progress report to be submitted by Wednesday</td>
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<td>students</td>
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<td>Presentation by work groups of Environmental and Organizational Assessment</td>
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<td>• Power point preferred</td>
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<td>Individual 3-5 page paper due at end of class</td>
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**GRADING: CRITERIA**

Preceptor evaluation of student performance: 25%
Progress summaries, meeting due dates, class participation: 25%
Environmental and Organizational Group Presentation: 25%
Environmental and Organizational Individual Paper: 20%
Binder 5%

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**UNLV POLICIES**

**Academic Misconduct** – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: [https://www.unlv.edu/studentconduct/student-conduct](https://www.unlv.edu/studentconduct/student-conduct).

**Copyright** – The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: [http://www.unlv.edu/provost/copyright](http://www.unlv.edu/provost/copyright).
Disability Resource Center (DRC) – The UNLV Disability Resource Center (SSC-A 143, http://drc.unlv.edu/, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

Religious Holidays Policy – Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes, January 29, 2016, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: http://catalog.unlv.edu/content.php?catoid=6&navoid=531.

Incomplete Grades - The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

Tutoring – The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling 702-895-3177 or visiting the tutoring web site at: http://academicsuccess.unlv.edu/tutoring/.

UNLV Writing Center – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: http://writingcenter.unlv.edu/

Rebelmail – By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.
**Final Examinations** – The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: [http://www.unlv.edu/registrar/calendars](http://www.unlv.edu/registrar/calendars).

**Library Use** – Students may consult ([https://www.library.unlv.edu/consultation](https://www.library.unlv.edu/consultation)) with a librarian on research needs. For this class, the subject librarian is Xan Goodman. UNLV Libraries provides resources to support students’ access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at [https://www.library.unlv.edu/](https://www.library.unlv.edu/).