

## HEALTH POLICY AND ADMINISTRATION INTERNSHIP (HPA 250)

### REQUIREMENTS AND PROCEDURES

#### Purpose of the Internship:

- To provide a practical learning experience in an area relevant to health policy and/or administration and/or research that complements knowledge obtained via courses in the HPA curriculum
- To guide the student with future education and/or career decisions
- To satisfy the minor requirements

#### Student Eligibility Criteria:

- The student must be a current Health Policy and Administration Minor.
- The student should be a senior, although juniors may be granted permission by the director under special circumstances.
- Students must have successfully completed HPA 150 and at least one other core HPA course (ECN 240, HES 360).
- Students must have a 2.0 grade point average in the minor to qualify for department and university credit for an internship.

#### Internship Criteria:

- The internship must be related to health policy and/or administration and/or research and should encompass some aspect of the coursework in the HPA curriculum.
- The internship must be approved by the HPA Director in advance of starting the internship.
- The internship requires 120 hours of “on-site” contact during one academic term (~ 8 hours per week for 15 weeks).
- The internship must be sponsored by an organization, corporation, institution, or health, medical, or governmental facility that provides a supervising sponsor who will oversee and monitor the intern’s work and performance. *The student may not intern with a “family” organization (i.e., an organization that is owned/directed by an individual to whom the student is related).*
- Credit for the internship will not be awarded retroactively.
- If an internship is arranged at the student’s place of employment:
  - the student cannot work on the same projects as both a paid employee and a field work intern.
  - the student’s approved site supervisor during the Internship must be a different person from his or her employment supervisor.
  - The student must be able to perform additional duties and roles not included in his or her employed position to have a meaningful Internship.

#### Expectations of the Student and Internship

- The student is expected to “work” 120 hours over the course of the semester (~ 8 hours per week for 15 weeks).

- The student will write a 10-15 page paper about the internship experience (guidelines for the paper are provided separately) and submit it to the internship sponsor and the HPA Director by the last day of class of the semester enrolled in the internship.
- The student will keep a weekly log of hours “worked” and submit it (totaling 120 hrs) with the final paper.
- The student will perform the agreed upon duties to his/her best ability and in a professional and acceptable manner.
- The student will receive a pass/fail grade for the internship. A passing grade will be earned by successful performance of the internship (as deemed by the site sponsor and HPA Director), completion of the required hours, and approval of the paper by the site sponsor and HPA Director.

#### Setting up the Internship:

- The student and Director of the HPA Minor will work together to arrange the internship. The student is encouraged to seek out internship opportunities on his/her own, but it must be approved by the HPA Director. A listing of possible internship opportunities may also be provided by the director or found at the Career Placement Center. Final approval must be obtained from the HPA Director.
- Ideally, inquiry for the internship should occur during the midterm of the semester prior to the desired internship, and the application form, and any contracts or memorandi of understanding (required by the sponsoring institution) will be completed by the end of the semester.
- Once verbal agreement is reached between the student intern and the sponsor, and approved by the HPA Director, the HPA Internship Application Form (separate file) must be completed with the student’s and sponsor’s contact information, a general description of the internship duties (agreed upon by student and sponsor), signed by student and sponsor, and turned in to the HPA Director.