

HEALTH POLICY AND ADMINISTRATION

INTERNSHIP FINAL PAPER GUIDELINES

A final paper of 10-15 pages is required for students completing the HPA internship. Below you will find an outline that you should use as a framework to follow when writing the paper. You should be able to write off the top of your head but should discuss the information suggested below. Feel free to be creative and personalize the final paper in your own style. Your mentor for the internship and the director of the HPA Minor will evaluate your paper. Evaluation will be based upon sound and informative content, grammar, spelling, punctuation, and its overall professional quality. Your paper must be typed and double-spaced. The paper should be organized with the appropriate headings and subheadings as indicated below. Please include a final page with a log of your hours. Please email a copy of the final version by the end of the last week of classes to Shannon Mihalko, Director of the HPA Minor, (mihalksl@wfu.edu), and copy your mentor/sponsor on the email as well. Dr. Mihalko will communicate with your mentor regarding your performance. If you have any questions, please feel free to contact Dr. Mihalko.

FINAL PAPER OUTLINE

Introduction

1. Introductory Paragraph
2. Introduction of Organization
 - a. Name and type of organization including mentor's name and title.
 - b. Location of organization.
 - c. Department and position of intern.

Body

3. Analysis of Internship Goals, Objectives, and Health Policy and Administration Concepts
 - a. Summarize how you did/did not accomplish your initial objectives.
 - b. Describe and give specific examples as to how your understanding of health care has been affected by your internship experience.

Conclusion

4. Personal Evaluation
 - a. Describe how the internship experience has affected your view of the health system and your educational plans and career goals.
 - b. Provide a personal evaluation of your internship experience, indicating whether you would recommend it to other prospective students.
 - c. Summarize your key points and issues of discussion from the body of the paper.
 - d. Offer any concluding comments you consider relevant to your internship experience.

Log of hours

DUE DATE: End of the last week of classes for the semester in which you are interning.