HSA 4850 (3 credits)  
BHSA Administrative Internship  
Education Plan

To be completed at  
[INSERT FACILITY NAME AND LOCATION]

By  
[INSERT STUDENT NAME]

Florida International University  
College of Nursing and Health Sciences  
Health Services Administration Program
(TO BE COMPLETED BY STUDENT)

Goal:
State the goal of your administrative internship. In articulating your goal, you will need to answer the question - what do you intend to achieve (i.e., learn) with your administrative internship? The goal should incorporate your educational and professional development needs. (Category of agency)

Example:
The purpose of this internship is to provide the opportunity to apply, through practical experience, the knowledge and skills acquired in academic courses as well as to learn the roles and strategies necessary to function effectively in different management levels and specialty/departmental areas in the healthcare industry.

Learning Objectives and Activities:
State, in detail, your learning objectives. Learning objectives are short but clear statements about the specific outcomes you expect from your administrative internship, which must relate to your goal and the Program's objectives specified in the BHSA Administrative Internship Education Plan. In addition, describe the activities you expect to complete to accomplish each of your stated learning objectives.
Bachelor of Health Services Administrative Internship

*Learning Objectives (note: the student needs to expand upon these objectives to include activities/projects to meet these objectives).*

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<tr>
<th>Learning Objectives</th>
<th>Activities/ Projects to Meet Objectives</th>
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<tr>
<td>1. Use problem solving skills in different situations within an assigned healthcare setting.</td>
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<td>2. Describe the Table of Organization of this Healthcare Agency.</td>
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<td>3. Diagram the communication flow within the organization to describe the complex interrelationship within the administration of the assigned healthcare organizations.</td>
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<td>4. Determine (by observing, documenting and citing specific examples) the preceptor’s: a) leadership theor(y/ies) used and b) the management style including his/her beliefs and values.</td>
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<td>5. Contribute to the real output of the organization by participating in and documenting the outcomes of your relevant projects within the assigned administrative department(s).</td>
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<td>6. Discuss the strategic priorities of the organization and explain how and why they were selected. State how the department contributes to meeting the strategic priorities of the organization.</td>
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<td>7. Apply theories of organizational behavior emphasizing structure, design, communication and decision making of the organization and site specific examples. Describe the organizational culture.</td>
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8. Analyze the healthcare organization’s response, policies and compliance with one or two organizational regulatory mandates within the assigned departmental setting.

9. State the revenue and expense components and variances of the assigned department. Using this budget, write a justification for additional FTEs or capital equipment.

10. Describe the process for creating a policy in your assigned setting.

11. State how your assigned organization is preparing, modifying or enhancing their information systems/knowledge management to meet the healthcare reform mandates.

12. Contrast not-for-profit and for-profit healthcare organizations. Identify which is your assigned organization and specify how your organizations; governance, board involvement, roles of stockholders, roles of governmental bodies, profit disbursements, and cost to customers.

**Schedule:**
State your proposed work schedule, including total hours, as well as, starting and ending dates of the administrative internship.
RESPONSIBILITIES OF STUDENTS

Responsibilities:

General Responsibilities to Achieve Stated Goals:
1. Minimum 210 hours – (70 contact clock hours per credit)
2. Maintain and submit weekly reports to the supervising faculty member and preceptor
3. Achieve stated learning objectives and document specific activities and outcomes attained
4. Maintain professional relations with the facility’s staff
5. Prepare and submit final report to the supervising faculty member.

Online Discussion:

Supervising faculty will communicate with all interns through Blackboard Learning Management System on a regular basis. All weekly reports will be submitted to supervising faculty promptly using the established format. Issues of common interest among interns will be discussed through Blackboard so that appropriate experiences can be shared for the benefit of all. Supervising faculty will use these shared learning experiences to promote and engage all interns and solicit their input in general administrative topics that would apply to the diverse community affiliates where student interns are placed.

Weekly Reports:

Each week by 11:59 pm Friday, each student will submit a detailed weekly report, using the approved format, to document outcomes of activities to meet the Internship objectives. This report will be in a professional format including excellent grammar and succinct but with specific examples of outcomes cited.

Final Report: Online Portfolio:

Each student will submit a completed online portfolio documenting meeting each Internship objective and citing specific outcomes attained. Include all relevant projects/activities completed.
Method of Evaluation:

A pass/fail grade will be assigned for the course based on the following criteria:

1. Administrative Internship Plan
2. Weekly Report/Online Discussion
3. Online Portfolio
4. Supervising Faculty Member’s Evaluation to include feedback from the Preceptor.
WEEKLY ACTIVITY REPORT  
HSA 4850 – Administrative Internship  
Week of _____________

I. Hours completed:
   • Weekly Total –
   • Days/Hours –

II. Summary of Activities:

III. Status of Learning Objectives:

IV. Issues Needing Advice/Direction

V. Miscellaneous