

Health Services Administration

HSA 4850 –Administrative Internship Application

The Bachelor of Health Services Administration Program offers an optional Administrative Internship (HSA 4850). This Administrative Internship will be available every semester and will offer 3 credits for those who successfully complete the program.

ELIGIBILITY REQUIREMENTS

- Admission to HSA program. Administrative Internship is open to fully online and hybrid students in Broward or Dade Counties; and
- Administrative Internship is open to students in both the old and new curriculums; and
- Completion of all HSA Foundation and Core classes, as well as, all prerequisites; and
- Earn a 3.25 GPA, at the time of application, in all foundation, core, and integrative classes; and
- Ability to allocate three (3) days per week (Monday-Friday) to the Administrative Internship; and
- Ability to provide transportation to Administrative Internship site.

APPLICATION PROCEDURES

- Submit the following three documents by the application deadline to the Academic Support Services Coordinator
 - Administrative Internship application (see page 3)
 - Cover letter with goals for Administrative Internship
 - Resume (For assistance with resume or cover letter contact Career and Talent Development, (305)-348-2423)

ELIGIBILITY PROCEDURES

Students will be notified by the Academic Support Services Coordinator within one week of the application submission if they have met the eligibility and application requirements. Following notification from the coordinator, students must attend a mandatory meeting and complete the following additional requirement by the eligibility deadline.

- Satisfy all background and immunization requirements dictated by the contractual agreements between FIU and community affiliates. These requirements can be found at www.fiuexpress.com. When visiting this web site, you will be required to purchase Background and Immunization Packages required of BHSA students. Total cost for all packages: \$180.00. If you have any questions you can contact American Databank (1-800-200-0853). You will also need to obtain your Basic Life Support CPR Certification through the American Heart Association and show proof of medical health insurance. These two items are required by American Databank. Specific instructions will be provided to you after you submit your application and meet the eligibility requirements. DO NOT proceed with background/immunization screening or CPR Certification until you have been notified to proceed.

| Administrative Internship Semester | Application Deadline | Eligibility Deadline |
|---|-----------------------------|-----------------------------|
| Fall | May 1 st | July 1 st |
| Spring | September 1 st | November 1 st |
| Summer | January 1 st | March 1 st |

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Office of the Health Services Administration Department

3000 N.E. 151 Street, ACI-363 Tel:

305-919-4480 Fax: 305-919-4479

FAILURE TO ADHERE TO THE ABOVE DEADLINES WILL RESULT IN INTERNSHIP INELIGIBILITY

Information about the Administrative Internship:

- Instructed by Clinical Education Coordinator
- A total of 210 hours will need to be completed during a semester at the placement facility. In a 16 week semester this amounts to approximately 13 hours per week. In a 12 week semester this amounts to approximately 18 hours per week.
- You will be assigned to a preceptor at the placement facility and will also have a BHSA Faculty contact that you will have regular communications and on-site meetings with.
- The student will be required to develop Goals and Objectives to achieve during the Administrative Internship and will provide weekly reports summarizing progress.
- Enrolled students will also develop a portfolio pertaining to the Administrative Internship that will summarize all completed activities.
- HSA 4850 is a pass/fail course.

A permit is required for enrollment in HSA 4850. Permits will be issued upon completion of all application and eligibility procedures and verification of completion of Foundation/Core classes based on your plans to enroll in HSA 4850, please contact your advisor. Any questions regarding Administrative Internship course expectations may be directed to Clinical Education Coordinator, (305)-919-4468

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HSA 4850 – Administrative Internship Application

Name: _____ Date: _____

Panther ID: _____ Email: _____ Phone (C) # _____ Semester/Year you plan on enrolling in HSA 4850 _____

Have you completed ALL Foundation and Core classes: ____ YES ____ NO If NO, what classes are you missing and when do you plan on taking? If you completed the course place the final grade you received in the blank following the course. If not, indicate the semester you intend to take the course.

Foundation: HSA 3111 _____ HSA 3180 _____ HSA 4431 _____ HSA 3412C _____ ENC 3213 or COM 3110 or PAD 3438 _____ HSC 3661 _____ Core: HSA 4700 _____ HSA 4190 _____ HSA 4170 _____ HSA 4110 _____ HSA 4421 _____

Due to limited placement space, this competitive Administrative Internship course cannot accept all applicants that meet the requirements.

Successful completion of all requirements does not guarantee admission into HSA 4850 - BHSA Administrative Internship.

If you should have questions pertaining to the enrollment and completion of all Foundation and Core classes based on your plans to enroll in HSA 4850, please contact your advisor. Any questions regarding program eligibility and application procedures should be directed to the Academic, Support Services Coordinator, Phone: (305)-919-4480

Your signature below is your acknowledgement and agreement to the Program’s selection of the administrative internship location and to confirm you are aware you must complete all of the requirements by the provided deadline to ensure internship placement. If you fail to meet this deadline, you are aware that you will not be placed. If you are not placed you will need to consult with your advisor to be enrolled in a BHSA approved elective course.

Signature _____

Print Name: _____

Date: _____

OFFICE USE ONLY

Background check completed: ____ Yes ____ No Immunizations completed: ____ Yes ____ No Foundation/Core classes completed: ____ Yes ____ No Foundation/Core GPA: ____

Assigned Organization: _____

Preceptor: _____

10/18/2019

Anti-Nepotism Policy for the Health Services Administration (HSA) Programs

Nicole Wertheim College of Nursing and Health Sciences Anti-Nepotism Policy for the Health Services Administration (HSA) Departments; Bachelors in Health Services Administration (BHSA) and Masters in Health Services Administration (MHSA), Internship & Residency Placement Programs.

Florida's anti-nepotism statute (F.S. 112.3135)

Prohibits appointment, employment, promotion or advancement, of specified relatives by any public official who is vested with or delegated the authority to appoint, employ, promote or advance, or is in a position to recommend an individual for the appointment, employment, promotion or advancement. • Although it prohibits public officials from employing or promoting their relatives, it does not prevent relatives from working together in the same department.

Definition of Relatives

Relatives include: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, etc.

Purpose

In the course of fulfilling graduation requirements for the BHSA & MHSA programs in the HSA Department, students may complete at least one department-approved internship or residency program.

Since students receive grades and/or course credit for these internship and residency programs, it is vital that the criteria for assessing student performance be as fair and objective as possible. This includes an evaluation process that is merit-based and free of favoritism. To help accomplish this goal, the FIU HSA Department has put into place an anti-nepotism policy for internships and residency program participants.

Policy

BHSA and MHSA students may not fulfill department-sponsored internships or residency for which they receive grades or credit towards graduation, under the supervision of any "Relative." In addition, students may not fulfill internships or residency for organizations owned or managed by any "Relatives."

Upon accepting an internship or residency assignment for a grade, credit, or HSA Department graduation requirement, students will be asked to sign and return a copy of this policy to the HSA Department Internship or Residency Office, indicating that they have complied. The Department Chair and Dean of the College must approve any exceptions to this policy. This policy is consistent with the University's anti-nepotism policy for full- and part-time employees, including student employees.

Compliance with the Anti-Nepotism Policy by signing this form, I affirm that I have read, understand, and comply with this anti-nepotism policy. I further affirm that any for-credit or for-grade internships or residency program projects I complete will not be performed for, performed under the supervision of, or performed for an organization owned or managed by any Relative (as defined above).

Signature: _____

Date: _____