Nicole Wertheim College of Nursing and Health Sciences  
Health Services Administration

HSA 4850 – Administrative Internship

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

ELIGIBILITY REQUIREMENTS

- Admission to HSA program. Internship is open to students in both the old and new curriculums. Internship will satisfy an elective requirement for students completing the old curriculum.
- Completion of all HSA Foundation and Core classes, as well as, all prerequisites.
- Earn a 3.25 GPA, at the time of application, in all foundation, core, and integrative classes.
- Ability to allocate three (3) days per week (Monday-Friday) to the internship.
- Ability to provide transportation to internship site.

APPLICATION PROCEDURES

- Submit the following three documents by the application deadline to Professor Salvatore Barbera:
  o Internship application (see last page)
  o Cover letter with goals for internship
  o Resume (For assistance with resume or cover letter contact Career Services, 305-348-2423),

ELIGIBILITY PROCEDURES

Students will be notified by the Clinical Education Coordinator within one week of the application submission if they have met the eligibility and application requirements. Following notification from the coordinator, students must 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 website, you will be required to purchase Background and Immunization Packages required of BHSA students. Total cost for all packages: $156.00. If you have any questions you can contact American DataBank (1-800-200-0853). Specific instructions will be provided to you after you submit your application and meet the eligibility requirements. DO NOT proceed with background/immunization screening until you have been notified to proceed.

<table>
<thead>
<tr>
<th>Internship Semester</th>
<th>Application Deadline</th>
<th>Eligibility Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 1</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring</td>
<td>September 1</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer</td>
<td>January 1</td>
<td>March 1</td>
</tr>
</tbody>
</table>

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

7/21/2016
Information about the Administrative Internship:

- A total of 210 hours will need to be completed during a semester at the placement facility. In a 15 week semester this amounts to approximately 14 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 with.
- The student will be required to develop Goals and Objectives to achieve during the internship and will provide weekly reports summarizing progress.
- Enrolled students will also develop a portfolio pertaining to the 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.

Any questions should be directed to Professor Salvatore A. Barbera, FACHE who can be reached at 305-348-7722, or sbarbera@fiu.edu
HSA 4850 – Administrative Internship Application

http://cnhs.fiu.edu/programs/hsa/admissions.html

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 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 the internship program should be directed to Salvatore A. Barbera, FACHE, Clinical Education Coordinator, Phone: 305-348-7722, Email: sbarbera@fiu.edu.

OFFICE USE ONLY

Background check completed: _____Yes _____No Assigned Organization:
Immunizations completed: _____Yes _____No __________________________
Foundation/Core classes completed: _____Yes _____No __________________________
Foundation/Core GPA: _______ Preceptor: __________________________