Healthcare Management and Administration

Internship requirements for RCBC 3+1 students

Course: HCM 51.488: Healthcare Management and Administration Internship I

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Course Description: The course will provide formal opportunities and guidance for Healthcare Management and Administration students seeking to explore the wide variety of careers open to students with degrees in the School of Professional Studies. This internship will allow students to explore careers in the corporate, non-profit, and public and private sectors. This 3-semester hour course will be offered annually followed by Healthcare Management and Administration Internship II. To receive 3 credits in each course, students must submit all assignments and documents, and are required to commit to a total of 130 hours minimum at the internship site which equates to approximately 10 hours per week. Students will coordinate work hours and schedule with their site supervisors.

Rowan University is not responsible for identifying or placing a student into an internship site. It is the student's responsibility to identify their internship site.

Course Materials:

- Students will not need to purchase any materials. Timely materials, literature, and links etc. will be provided by the instructor.
- Students will be required to access the Database of Occupational Title https://www.onetonline.org/ and the Occupational Outlook Handbook Bureau of Labor Statistics of the Department of Labor online and other sources such as Bureau of Labor Statistics. https://www.bls.gov/ooh/

Expectations:

- Prior to internship students should have completed the following Foundation Courses:
    - Introduction to Healthcare Management
    - Healthcare Informatics, Healthcare Law and Ethics OR Legal Environment of Business
    - Healthcare Delivery and Quality
    - Strategic Management in Health Care
- A minimum of **120 hours** at the internship site (approximately 10 hours per week during the regular academic semester) is required.
    - The Student and Site Supervisor will coordinate the internship schedule to work around a student's school or existing work schedule (should the internship be at another agency/location).
    - The placement must be approved by the Professor prior to participating in the internship.

- The student, once enrolled in the Internship course (whether online or in person) will be covered by Rowan's Certificate of Liability Insurance.
- **Required forms** must be completed prior to or in the beginning of the Internship course, as well as during the course.
    - **Submit a signed Confirmation Letter** from the agency.
    - **Submit a signed Internship Intake Form.**
    - **Submit a signed Internship Job Description** with Site Supervisor name. email, and phone number.
        - Depending on the internship agency, the process may include drug screening, fingerprinting, and an in-depth background check. Rowan University is **not** responsible for any fees related to drug screening, fingerprinting, or background check. In most cases, students can anticipate an estimated cost of $55 for Background Check and Fingerprinting. Drug Screening costs are generally covered by the employer.
    - **Submit a resume and cover letter** which is mandatory for the course. It is recommended the student have both a resume and cover letter already drafted.
- **Schedule** a (virtual or in-person) meeting will be held with the professor at the beginning of the semester to review course requirements.
- **Identifying Internships:** It is strongly recommended that students begin the search to identify their internship during their Junior year (Fall Semester). If the student already has an internship identified and secured, that site will only be approved with the permission of the program coordinator prior to the start of the Senior year (Fall Semester). If the student has not secured an internship prior to registering for the course, it is necessary to communicate with the professor and program coordinator prior to the start of the Senior year (Fall Semester).

Suggested timeline:

- **3-6 months before semester starts.**
    - Register for HCM 51.488: Healthcare Management and Administration Internship I
    - Collect Required Forms
    - Schedule a virtual or in-person meeting with the professor.
    - Start searching for internship placement.
- **0-3 months before semester starts**.
    - Secure placement and confirm with the professor.
    - Complete any required background checks, fingerprinting, and screenings required by the agency.
    - Complete Required Forms.
- **Week 1 - Day 1 of semester.**
    - Confirm receipt of Course Syllabus.
    - Submit Required Forms, Resume, Cover Letter
    - Confirm receipt of Internship Weekly Log
    - Start your internship!

How do I find an internship?

- Check out PROF JOBS for a listing of opportunities.
- Internship Opportunities with the College of Humanities & Social Sciences
- Use your network! Talk to family, friends, and colleagues and let them know that you are looking for an internship.
- You may be able to use a current job for your internship - speak with your professor directly to see if it would be possible.
- Search online. Some recommended sites:
  - Idealist.org
  - Usajobs.gov
  - Google Job Search
  - LinkedIn.com

Rowan University Approved Internship Sites

- Cooper Health System
- Complete Care Health Network
- Christiana Care
- Children Hospital of Philadelphia (CHOP)
- Inspira Health Network
- Bancroft
- AFC Urgent Care
- Virtua Health System
- Reconstructive Orthopedics
- Oaks Integrated Care

**Additional sites will only be approved with the permission of the program coordinator.

Additional Information:

- If the student has not secured an offer of internship placement, the student will identify which type of internship they are pursuing, and assistance can be provided. However, it is highly encouraged that the student attempts to obtain an internship.
- All guidelines from the University will be followed – discipline, honesty, attendance, etc. Please refer to the student handbook and course catalogs.
- This course is not Pass/No Credit