MASTER SYLLABUS

COURSE NUMBER – COURSE NAME
HSMB 308 - Healthcare Management Internship Orientation

CIP Code: 51.70
For assistance determining CIP Code, please refer to this webpage
or reach out to Sarah Todd at todds@canton.edu

Created by: Jennie Flanagan

Updated by: Jennie Flanagan

School of Business and Liberal Arts

Department: Healthcare Management

Semester/Year: Fall 2023
A. TITLE: Healthcare Management Internship Orientation

B. COURSE NUMBER: HSMB 308

C. CREDIT HOURS: (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

  # Credit Hours: 1
  # Lecture Hours: 1 per week
  # Lab Hours: 0 per week
  Other: 0 per week

  Course Length: 7 Weeks

D. WRITING INTENSIVE COURSE: Yes ☐ No ☒

E. GER CATEGORY: None: ☒ Yes: GER

   If course satisfies more than one: GER

F. SEMESTER(S) OFFERED: Fall ☐ Spring ☐ Fall & Spring ☒

G. COURSE DESCRIPTION:

The course prepares students for the internship by: securing an appropriate site and establishing learning objectives, describing journal contents and a portfolio, establishing contracts for SUNY approval and appropriate liability insurance documentation.

H. PRE-REQUISITES: None ☐ Yes ☒ If yes, list below:

   Senior level status or permission of instructor and a GPA of 2.5 or higher.

   CO-REQUISITES: None ☒ Yes ☐ If yes, list below:

I. STUDENT LEARNING OUTCOMES: (see key below)

   By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>Program Student Learning Outcome [PSLO]</th>
<th>GER [If Applicable]</th>
<th>ISLO &amp; SUBSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop working relationships and networks at established internship site.</td>
<td>Compare practices of professionalism in the healthcare setting.</td>
<td>N/A</td>
<td>1-Comm Skills Subsets ISLO Subsets ISLO Subsets</td>
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<tr>
<td>KEY</td>
<td>Institutional Student Learning Outcomes [ISLO 1 – 5]</td>
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<tr>
<td>ISLO #</td>
<td>ISLO &amp; Subsets</td>
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</table>
| 1 | Communication Skills  
Oral [O], Written [W] |
| 2 | Critical Thinking  
Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS] |
| 3 | Foundational Skills  
Information Management [IM], Quantitative Lit./Reasoning [QTR] |
4 Social Responsibility
Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]

5 Industry, Professional, Discipline Specific Knowledge and Skills

*Include program objectives if applicable. Please consult with Program Coordinator

J. APPLIED LEARNING COMPONENT: Yes ☒ No ☐

If YES, select one or more of the following categories:

- ☐ Classroom/Lab
- ☒ Internship
- ☐ Clinical Placement
- ☐ Practicum
- ☐ Service Learning
- ☐ Community Service
- ☐ Civic Engagement
- ☐ Creative Works/Senior Project
- ☐ Research
- ☐ Entrepreneurship
  (program, class, project)

K. TEXTS:

None

L. REFERENCES:

HSMB 408 - Healthcare Management Internship/Culminating Policy/Forms

M. EQUIPMENT: None ☒ Needed:

N. GRADING METHOD: A-F

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

Discussion forum, assignment and establishment of internship site.

P. DETAILED COURSE OUTLINE:

1. What is an internship?
   a. Definition

2. HSMB 408 - Healthcare Management Internship/Culminating Policy/Forms
   a. Student internship requirements
   b. Program roles and responsibilities

3. Internship site requirements
   a. Eligibility
   b. Time and attendance
   c. Site intake obligations
d. Organization structure
e. Responsibilities

4. Contract management
   a. Legal issues

5. Top ten concerns of interns

6. Research of internship site location

7. Establishment of internship site

Q. LABORATORY OUTLINE: None ☒ Yes ☐