

The Health Care Administration (HCA) Internship provides students the opportunity to apply the skills and knowledge gained in the classroom to a real world healthcare setting. In addition, the internship provides valuable networking opportunities and often helps students decide upon the work setting best suited to their career objectives.

Students work under the direct supervision of a preceptor, who is a manager or administrator in the sponsoring organization. The preceptor guides and directs the intern's work assignments as well as provides performance feedback and coaches the student's professional development.

The internship is accomplished by completing 440 hours, or 11, 40-hour weeks, in an approved healthcare organization. The student earns 4-8 semester credits upon successful completion of the internship and receives a pass/fail grade.

Students complete their internship in the semester following the completion of their academic course work. Students must obtain the signature of both their academic advisor, and the HCA Internship Coordinator to be eligible to complete the internship.

If a student has no more than 8 academic semester credits left to complete and has met all other internship prerequisites and requirements, upon recommendation from her or his academic advisor and the agreement of the HCA internship coordinator, she or he may petition the HCA Department Chair for permission to complete the internship concurrently with the last 8 academic credits.

HCA internships are arranged by the HCA Internship Coordinator, who helps the student identify goals and areas of interest, initiates contact with the appropriate preceptor, and oversees the specifics of the internship in regard to starting and ending dates, what the preceptor can expect from the student, and what the student can expect from the preceptor, and ensuring that the entire 440 hours are completed.