

# **Master of Health Administration Student Handbook**

*2015-2016*

## *Preface*

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This Handbook offers an overview of the policies and procedures that affect students in the Master of Health Administration degree program. The Handbook is intended to serve as a guideline for the degree program within the context of the University of Kentucky Regulations and Procedures. Questions regarding degree program policies and procedures should be directed to the Program Director or the Associate Dean for Academic and Student Affairs.

The information in the handbook is accurate to the best of our knowledge. It is the student's responsibility to be informed concerning all regulations and procedures required by the program of study being pursued. Students should become familiar with the Graduate School Bulletin (especially the section on student responsibility) and the Program Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

### **Contact Information**

OFFICE OF ADMISSIONS AND STUDENT AFFAIRS  
111 WASHINGTON AVE, ROOM 120  
LEXINGTON, KY 40536-0003

Director of Graduate Studies, Master of Health Administration  
Dr. Martha Riddell  
Phone: (859) 218-2012  
E-mail: [martha.riddell@uky.edu](mailto:martha.riddell@uky.edu)

Associate Dean of Academic and Student Affairs  
& Interim Director of Undergraduate Studies  
Dr. Kathryn Cardarelli  
Phone: (859) 218-0241  
E-mail: [kathryn.cardarelli@uky.edu](mailto:kathryn.cardarelli@uky.edu)

Director of Student Affairs  
Ms. Brandy Reeves  
Phone: (859) 218-0112  
E-mail: [brandy.reeves@uky.edu](mailto:brandy.reeves@uky.edu)

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## *Welcome from the Dean*

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Dear MHA students,

I am pleased that you have decided to attend the University of Kentucky to pursue a Master of Health Administration Degree from the College of Public Health. The faculty and staff of the College of Public Health congratulate you on choosing a most important and exciting field of study. We are proud of the opportunity to contribute to improving the health status of Kentucky's citizens by training the next generation of public health leaders. Providing you and your peers with a solid educational foundation is an important responsibility and one that we take seriously.

The College values its students highly and, in all its actions, strives to build an environment where students can succeed and thrive. It takes pride in a collegial community of faculty and staff who are encouraged and supported in their work to solve pressing public health problems that plague the region and nation. Diversity of thought and diversity among our students, staff and faculty, is woven into the cultural fabric of the College.

The College of Public Health is committed to quality in all of its education, research and service efforts. Evidence of this commitment to quality is full accreditation by the Council on Education for Public Health (CEPH) and Commission on Accreditation of Healthcare Management Education (CAHME), as well as full membership in the Association of Schools & Programs of Public Health (ASPPH). The College of Public Health is one of six health professions colleges at the University of Kentucky. Faculty and students work closely with other colleges in practice and service activities. The College of Public Health is committed to the practice community, as evidenced by its collaborations with the Centers for Disease Control and Prevention, National Institutes of Health, Kentucky Department for Public Health, Lexington-Fayette County Health Department, Kentucky Public Health Association, and the Kentucky Health Department Association.

We are one of 56 (and the number is growing) accredited schools of public health who share a grand mission to improve public health across the U.S. and around the world through our teaching, research and service. The faculty, staff, students and alumni of the College are committed to making a difference in the Commonwealth of Kentucky and beyond. People are important here, and we are genuinely committed to making our work, learning and research environment positive, fair, and diverse. We are delighted that you have decided to join us, a Top 25 School of Public Health, and look forward to helping you prepare for your future.



A handwritten signature in black ink that reads "Wayne T. Sanderson". The signature is fluid and cursive.

Wayne T. Sanderson, PhD, CIH

## *College of Public Health Missions, Vision and Values*

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### **Mission Statement**

As a component of Kentucky's land grant institution, the Mission of the College of Public Health at the University of Kentucky is to apply comprehensive health approaches to understand better and to help reduce the burdens and disparities of health problems on individuals, families and communities.

### **Vision Statement**

The College of Public Health will be recognized locally, nationally, and internationally for its outcomes and products addressing public health problems, reflecting excellence in discovery, outreach, learning, service, community engagement, and leadership.

### **Values**

#### Academic Excellence

Provide comprehensive competency-based education to ensure graduates are prepared to address public health problems efficiently and effectively.

#### Accountability

Measure, be good stewards of, and be accountable to internal and external constituencies for the education, research and service provided by members of the College of Public Health.

#### Community Engagement

Use the expertise and resources of the College to empower citizens and mobilize communities to improve public health.

#### Democracy

Develop a culture of learning in the College characterized by open communication, tolerance, inclusiveness, collegiality, and civility that prepares students to participate in public health initiatives.

#### Educational Opportunity

Be inclusive in recruiting a diverse faculty, student body, and staff to serve better the public health needs of all population groups.

#### Organizational Cohesion

Create and nurture an organizational culture that emphasizes openness and collaboration in its governance and daily activities.

#### Trans-disciplinary Discovery

Facilitate the conduct of rigorous trans-disciplinary and inter-disciplinary research to address complex public health issues and problems.

#### Integrity

Commit to a culture characterized by honesty, transparency, and ethical behavior that pervades all its relationships and activities.

## *Student Services & Resources*

### **Computing Services**

The Communications and Network Systems offers Student Computing Services at many locations on campus.

Students can access information about these sites and other labs on campus by visiting this website,  
<http://www.uky.edu/ukit/labs>.

### **Disabilities (Physical, Mental and/or Learning)**

The University of Kentucky is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended. An individual with a disability is defined as someone who has “a physical or mental impairment that substantially limits one or more of the major life activities of such individual.”

Any student who has such a disability and seeks special accommodations from the University must notify the Admissions/Academic Affairs Office of the College of Public Health of that disability, in writing, preferably before the beginning of the school year, but in no case later than the third day of classes for the fall semester. If a disability develops during the school year for which accommodations are requested, the student must notify the Admissions/Academic Affairs office, in writing, as soon as they become aware of the disability.

All students requesting accommodations need to be registered with the Disability Resource Center (DRC) and have official UK accommodation letters to provide to each of their faculty. Students are advised that they must provide a reasonable amount of notice for faculty to arrange testing accommodations. Faculty should honor accommodation requests received at least one week prior to a scheduled test or exam. Requests for faculty support with notes are to be interpreted such that when you publicly display outlines or text through a PowerPoint presentation, overheads, or other visual device, it is reasonable for you to provide the student with a copy of that text. (If you are displaying a set of slides or showing a short film, it is not reasonable for the student to receive a copy. If you work on problems or make lists on a chalk board, it is not reasonable for you to provide a written copy to the student. Students may not request your private, personal notes.)

Requests for testing accommodations that only include extended time (50% or 100%) and testing in a separate, low distraction environment may be set up by the faculty, with a proctor and a quiet work space. At faculty’s discretion, the accommodated testing can take place in the Counseling and Testing Center, but the exam must be completed by 4:00 p.m. For further information about scheduling accommodated exams at the Counseling and Testing Center, please call 257-8703 or visit their website at <http://www.uky.edu/StudentAffairs/Counseling/testing.html>.

Requests for testing accommodations that include use of a computer, software, a reader, a scribe, an interpreter, or exams that take place after 4:00 p.m. may not be scheduled with the Counseling and Testing Center. Faculty are responsible for establishing arrangements for these accommodated tests. Academic departments are required to assist with this process.

If you need additional accommodated testing resource options, you may contact the Disability Resource Center for assistance. However, the DRC also must have a reasonable advanced notice (at least one week) of a test or exam that needs special accommodations. For further information or questions, please call the DRC at 257-2754,  
<http://www.uky.edu/celt/disabilities.php>.

### **E-mail**

All UKCPH students must establish a University of Kentucky e-mail address and provide it to the Admissions/Student Affairs office. All correspondence from UKCPH to students will be sent to the UK address. To establish an e-mail address please go to <http://www.uky.edu/email/> and follow the directions.

Students may report problems with their e-mail address to the Customer Service Center, 111 McVey Hall, 257-1300,  
<http://www.uky.edu/IT/CustomerService/contact.php>.

### **Graduate Certificates**

The College of Public Health offers multiple Graduate Certificates that students can pursue. Please see the College of Public Health website for a complete listing: <http://www.uky.edu/publichealth/academics/graduate-certificates>.

The Graduate School maintains updated listings of Graduate Certificates offered throughout the University: [http://www.research.uky.edu/gs/CurrentStudents/grad\\_cert.html](http://www.research.uky.edu/gs/CurrentStudents/grad_cert.html)

## *Student Services & Resources Continued*

### **Library Resources**

The University of Kentucky libraries house over two million volumes and rank among the largest in the south and midwest. The Government Publications Department, a Federal Depository, contains documents relating to municipal, state, and national topics. The system also includes Special Collections, and individual libraries of Medicine, Business, Economics, and Law. The University has the W.T. Young Library, a multi-million dollar, state-of-the-art central library. Public health students may also use the library sources in the Health Sciences Learning Center (College of Nursing) and the Medical Science Building. For information on training and library updates, <http://www.mc.uky.edu/medlibrary>.

### **Student Organizations**

#### *University of Kentucky Student Public Health Association (UKSPHA)*

The University of Kentucky Student Public Health Association (UKSPHA) is a student affiliate of the Kentucky Public Health Association (KPHA). We are a nonprofit organization for students of the University of Kentucky College of Public Health and other individuals interested in public health. The chapter was founded on September 21, 2000. The student chapter consists of an executive board of elected officials including chairs for the public service and social committees.

UKSPHA is a student-run organization and basic governing unit of the University of Kentucky College of Public Health. UKSPHA's role is to act as a liaison between students and faculty, promote student involvement to develop healthy communities, and represent the needs of students of the College of Public Health.

Any student at the University of the Kentucky who is interested in public health issues can join regardless of their year in school or specific college they attend. Please contact any of the officers to obtain more information or email us at [UKSPHA@gmail.com](mailto:UKSPHA@gmail.com).

Membership fees include \$10 chapter dues and \$15 KPHA dues that are paid once a year. In addition students have the option to become members of the American Public Health Association (APHA), <http://www.apha.org/become-a-member>.

#### *University of Kentucky MHA Student Association*

In 2008 the American College of Health Executives discontinued its student chapters, so the MHA program developed its own student organization, the MHA Student Association. This group took over the functions of UK ACHE Chapter, including organizing service and social activities, and advising the Director on career development activities. Officers, including a president, vice-president, treasurer and secretary are elected in mid-April and serve for the following year.

#### *Delta Omega Society - Beta Gamma Chapter*

Delta Omega is the honorary society for graduate students in public health. The Society was founded in 1924 at Johns Hopkins University, School of Public Health. There are currently 67 chapters throughout the United States and Puerto Rico. Membership in Delta Omega is by invitation to students with exceptionally high GPAs who also have promising leadership potential in Public Health. An induction ceremony is held at UK each spring for students during their graduating year. For information about the Beta Gamma Chapter at the University of Kentucky College of Public Health, contact Dr. Glen Mays, (859) 218-2029, [glen.mays@uky.edu](mailto:glen.mays@uky.edu).

#### *Sigma Phi Omega - Gamma Mu Chapter*

The national honor society of Sigma Phi Omega recognizes academic excellence in the field of gerontology and/or aging, as well as of professionals in aging service. Gamma Mu is the University of Kentucky chapter. Sigma Phi Omega seeks to promote scholarship and professionalism within any endeavor associated with aging and older persons.

Gamma Mu sponsors department-wide events such as participation in the Alzheimer's Memory Walk, hosting guest speakers, and participating in various university and community-based activities throughout the year. Gamma Mu also holds monthly meetings in the Graduate Center for Gerontology.

Membership is open to undergraduate and graduate students who are majoring or minoring in gerontology/aging studies and related fields and who are in at least their second term of enrollment. Undergraduates must

## *Student Services & Resources Continued*

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have a grade point average of at least 3.3 on a 4.0 scale, and graduate students must have at least a 3.5 GPA to be eligible for membership. Faculty, alumni, professional, and honorary memberships are also available. New members receive a certificate, a lapel pin, a subscription to the Sigma Phi Omega Newsletter, and an invitation to participate in the national meeting and all activities of the Society. For more information about the local chapter, visit the UK gerontology website, or contact the Director of the Graduate Center for Gerontology.

### *University of Kentucky Academy Health Student Chapter*

AcademyHealth is the professional home for health services researchers, policy analysts, and practitioners, and a leading, non-partisan resource for the best in health research and policy. The Chapter was formed to acquaint students with the fields of health services research (HSR), public health systems and services research (PHSSR), and health policy, provide learning opportunities through interaction with health services researchers and health policy practitioners and help expand chapter members' career opportunities. For more information visit <http://www.academyhealth.org/index.cfm>.

**For a complete list of student organizations, please see the following link: <http://getinvolved.uky.edu/>**

### **Student Presentation Resources**

The Media Depot is a student digital media space located in the Hub at William T. Young Library. The Media Depot provides; access to recording equipment and space, editing stations with specialized multimedia software, and technical support for students' development of their academic media projects. Additional information can be found here: <http://www.uky.edu/ukat/mediadepot>.

Presentation U! is a state of the art multimodal communication center offering tutoring for students and support services for faculty to increase oral, written, and visual communication competence both inside and outside of the classroom, as part of UK's Quality Enhancement Plan (a component of the requirements for our SACS-COC accreditation). Additional information can be found here: <http://www.uky.edu/UGE/pres-u>.

### **University Academic Ombud**

At the University of Kentucky, the Office of Academic Ombud Services is responsible for assisting students and instructors work through and resolve academic related problems and conflicts. The major arenas of activity for UK's Academic Ombud include both Student Academic Rights and Academic Offenses. The primary focus of Academic Ombud Services is the process by which decisions are made, and the primary task of the ombud is to ensure fair policies, processes, and procedures that are equitably implemented. Thus, the Academic Ombud is a neutral party working as an advocate for fairness and equity, <http://www.uky.edu/Ombud/>.

The UK Academic Ombud is located at 109 Bradley Hall and may be reached at (859) 257-3737, fax, (859) 257-5346, or email: [ombud@uky.edu](mailto:ombud@uky.edu).

### **University Health Services**

University Health Services provides medical treatment for full and part-time students. You should access their website for their policies and procedures, <http://ukhealthcare.uky.edu/uhs/>.

### **WildCard Student ID**

Students are required to have a WildCard Student ID that may be used for a variety of services on campus (copying services, athletic events, library use, etc.) as well as access in areas of the UK HealthCare - Chandler Hospital. Since the College of Public Health is a member of the Health Professions Colleges your ID will be obtained from the UK HealthCare security office. The security office hours of operation are Monday – Friday, 7:00 a.m. to 3:30 p.m. in room A.00.802, UK HealthCare - Chandler Hospital, 1000 S. Limestone (859) 323-2356. Additional information can be found here, <http://www.uky.edu/Police/UKID/index.html>.



## *Academic & University Policies*

### **Academic Integrity, Cheating, and Plagiarism**

Students are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University's policy on Students Rights and Responsibilities see the following website: [www.uky.edu/StudentAffairs/Code/index.html](http://www.uky.edu/StudentAffairs/Code/index.html). Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal, or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures. Not knowing the policies is not an excuse, so make sure you read Parts I to IV of the website.

A link to a paper "Plagiarism: What is it?" may be found at the Ombud web site or can be accessed at [www.uky.edu/Ombud/Plagiarism.pdf](http://www.uky.edu/Ombud/Plagiarism.pdf).

Students who witness a violation to academic integrity, cheating, and/or plagiarism must report any violation to their Academic Advisor or Program Director within a week of the incident. In addition to University process, policy, and imposed procedures for these infractions, other actions may be recommended by the College of Public Health.

### **Class Attendance**

Every student is expected to attend all class sessions, including laboratories, other outside- the-classroom activities as deemed necessary by the course instructor, and to complete all examinations. Each instructor determines his/her individual policy for class attendance, completion of assigned work, absences at announced and unannounced examinations and excused absences. A student has the right to expect this policy to be in writing and given to him or her by the first or second meeting of the class. Failure to comply with these rules may result in lowered grades.

In all cases, the student bears the responsibility for notifying the instructor of any missed work and for making up any missed work. If feasible, the instructor may give the student an opportunity to make up the missed work or examination missed due to an absence during the semester in which the absence occurred.

### **Class Cancellations**

The University never entirely closes, but there may be a rare cancellation of classes due to inclement weather. Announcements of cancellation or delay of classes normally will be made by 6 a.m. through the local media. The latest information will be on the UK Infoline at (859) 257-5684, UK Cable Channel 16, or UK website, <http://www.uky.edu/>. Those students who are participating in an off-site experience will be expected to follow the cancellation/closing policies of the agency/clinic/company where they are assigned.

### **Confidentiality and Disclosure**

The Family Education Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) provides basic privacy rights to students in regard to their academic transcripts. Under FERPA provisions, students have the right to have their academic records kept separate and confidential unless they consent in writing to have it released. However, FERPA also provides that the College of Public Health may disclose (to University personnel) the student's academic record without the student's consent when the person requesting the information has a legitimate educational interest and the information is used under the following disclosure guidelines and for the purpose of:

1. academic advising
2. writing a letter of recommendation requested by the student
3. selecting students for honorary organizations
4. informing community-based faculty members serving as preceptors to improve the quality benefit to each rotation
5. responding to a directive pursuant to law or court order

### **Confidentiality of Student Records, Address Information, and Student Rosters**

Transcripts and grade information will be released only upon written authorization from the student. Directory information (name, address, telephone listing, date and place of birth, major, dates of attendance, degrees, and most recent educational institution attended) will be released without authorization unless the student notifies the Registrar in writing to the contrary. University of Kentucky College of

## *Academic & University Policies Continued*

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Public Health student records are kept by the Office of Admissions and Student Affairs in a locked cabinet, with access restricted to authorized personnel.

The College of Public Health does NOT make lists of students, addresses, phone numbers, e-mail addresses, etc. available to anyone other than students, faculty and staff of the school. Students are instructed NOT to distribute the lists of their classmates to individuals outside the College.

At UK, students can use the UK website to access important information, including grades, student schedules and registration information. Students also can update their addresses and other information, <https://myuk.uky.edu/irj/portal>.

### **Dress Code**

All students should maintain a clean, neat appearance at all times, and students' attire should be commensurate with the activities in which the student will participate during that day. A professor may set forth additional standards of attire in his or her syllabus. This policy is designed to provide a reasonable standard of dress and appearance for public health students. If a faculty member deems a particular student's attire to be inappropriate, according to the guidelines below or according to the class syllabus, he or she may notify the student privately at any time before, after, or outside of class and ask the student to correct the problem.

### **Diversity, Equal Educational and Employment Opportunities**

The College of Public Health and University of Kentucky strive to develop an environment where the value of diversity among students, faculty and staff is accepted, encouraged and embraced. Diversity encompasses differences in age, ethnicity, gender, national origin, race, religion, sexual orientation, socioeconomic background and unique individual style. The individual characteristics, talents and contributions of all people are valued and recognized for the unique contribution they make to our College. The following statement, required on all official UK documents, guides all admissions and employment practices, and represents the best expression of the CPH commitment to diversity.

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

### **Drug Free Institution**

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior, which affects students who are on University of Kentucky property, on University business, or at University-sponsored events. The University policy, as well as the laws from which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found here, <http://www.uky.edu/HR/policies/hrpp013.html>.

### **Electronic Devices**

Out of respect for classmates and faculty, all students are asked to function in a professional manner as it relates to the use of electronic devices during class sessions. Cell phones, pagers, etc. are disruptive to classroom activities and may be requested to be deactivated upon entering the classroom. Instructors may ask that laptops be closed during lectures.

### **Fitness for Duty**

College of Public Health students who are on rotations, internships, assistantships, or work assignments with UK Healthcare are subject to its Fitness for Duty policy, online at <http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyManual=10&PolicyID=928>.

### **Health Care Colleges Code of Professional Student Conduct (HCC Code)**

The Health Care Colleges Code of Student Professional Conduct (HCC Code) provides the standards of professional conduct and procedures to be followed when questions arise about the professional moral or ethical character of a student enrolled in courses or programs, including clinical

## *Academic & University Policies Continued*

programs, in the health care colleges, [http://www.uky.edu/Provost/APFA/Policy\\_Protocol/HCCSPBC.pdf](http://www.uky.edu/Provost/APFA/Policy_Protocol/HCCSPBC.pdf).

### **Procedure for Redress of Grievances**

Individual students having a grievance about any aspect of the Program should first take her/his grievance to the Director of the Program. If the Director cannot resolve the issue, the grievance should then be taken to the Associate Dean for Academic Affairs in the College of Public Health. The Dean of the College of Public Health is the next administrative level for student grievances. Following initial review, a student may choose to approach the Graduate School (for graduate programs) and/or the University Ombud for undergraduate and professional programs.

### **Social Media Guidelines**

UK HealthCare recognizes the impact of social media (Facebook, Twitter, Instagram etc.) on our workforce. Our expectation is that faculty, trainees, students and employees know what is expected in health care and observe policies on behavioral standards, patient privacy, use of personal electronic devices and hospital resources. Patient privacy is vitally important and we train regularly on obligations related to privacy and security matters (HIPAA). Recent changes to HIPAA rules require that the federal government is notified when patient privacy has been violated.

Below are some expectations when using social media sites.

- Do not “friend” patients/clients
- Do not accept “friend requests” from patients/clients or their family members
- Never share any patient information via Facebook or other social media
- Never post pictures of patients or pose with patients/clients for pictures
- Never give medical advice via social media

### **Smoke-Free Environment**

On April 22, 2008, the UK Board of Trustees gave final approval to the revised version of the university policy that outlines the university’s smoke-free policy. Tobacco use is not allowed on University property.

Updated: August 20, 2015

**For additional information, please see the following links (please note this list is not exhaustive):**

**The Graduate School:** <http://www.research.uky.edu/gs/>

- **Academic Load**
- **Degree Completion**
- **Financial Aid/Funding Opportunities**
- **Forms**
- **Registrar**
  - **Academic Calendar**
  - **Registration Information**
  - **Tuition & Fees**

**The Graduate School Bulletin:** <http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>

- **Academic Load**
- **Add/Drop and Withdrawal**
- **Grades and Grade Point Average**
- **Leave of Absence/Readmission**
- **Repeat Option**
- **Scholastic Probation**
- **Termination**
- **Transfer of Credits**

**The student success page:** <http://www.uky.edu/studentsuccess/>

- **Academic Resources**
- **Financial Resources**
- **Student Involvement**
- **Student Success Workshops**

## *Program Information*

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The Master of Health Administration degree program (MHA) is designed to provide graduate level education to individuals who, after appropriate managerial experience, are capable of assuming leadership positions in a variety of health service organizations. Examples include health systems, hospitals, community health centers, government and other public sector providers, the health insurance industry sector, home health agencies, physician practices, long-term care and mental health providers. The program is structured primarily for full-time students; highly qualified part-time students follow a standardized curriculum sequence.

The MHA degree is offered through the College of Public Health in cooperation with several other academic units in the University. This multidisciplinary approach enables the MHA program to draw on highly qualified faculty in the six healthcare colleges as well as campus wide. The mission of the MHA Program is: To provide graduates with critical competencies required to succeed in post-graduate positions in hospitals, multi-unit health systems, and other complex, health-related organizations and provide a solid foundation for their future leadership development.

The MHA program has been accredited continuously by the Commission on Accreditation of Healthcare Management Education (CAHME) and its predecessor organization since 1994. The MHA program recently was reaccredited for seven years - the maximum reaccreditation length attainable - from CAHME.

The MHA/JD dual degree program was approved in 2014 for new applicants and students enrolled either in the Juris Doctor or the Master of Health Administration program. Students can complete the dual program in four years, one year less than completing both programs independently. For more information on the MHA/JD dual degree program, contact the MHA Director.

### **Program Outcomes**

The MHA curriculum is designed around a set of learning outcomes that healthcare executives and faculty jointly have agreed are essential in the 21st century. Upon completion of the MHA program, students are expected to demonstrate ability in six domains, which are the primary student learning outcomes for the program:

1. Health services and health status - Ability to analyze health services and other factors that impact health status and commitment to improving the health status of individuals, families, and communities.
2. Management, governance, and leadership - Ability to inspire support for a vision or course of action and successfully direct the teams, processes, and changes required to accomplish it.
3. Communication and Interpersonal skills - Ability to communicate effectively and build enduring, trust-based interpersonal relationships.
4. Systems thinking and creative analysis - Ability to identify key issues and problems, analyze them systematically, and reach sound, innovative conclusions.
5. Organizational and public policy - Ability to understand how organizational and public policies are formulated, their impact on healthcare organizations and communities, and how to influence their development.
6. Continuous evaluation and improvement - Commitment to on-going evaluation for continuous organizational and personal improvement.

# Program Requirements

The total program consists of 54 semester hours at the graduate level. Program completion normally requires two years for a full-time student and four years for part-time students. Students are also required to complete a final integrative master’s examination. To be eligible to sit for the final examination, students must have completed or be enrolled in their last semester of coursework, and have an overall GPA of 3.0 or better. Students with “I” or “S” grades in credit-bearing classes are not eligible for the final examination.

## Prerequisites

Two MHA courses have formal prerequisites. Before enrolling in HA 636 Health Economics, an undergraduate course in microeconomics (ECO 201) or its equivalent is required. A basic course in accounting (e.g., ACC 201) is required before taking HA 635 Management Accounting for Healthcare Organizations. Students who have not taken these courses as undergraduates must take the two prerequisites in their first semesters of coursework as indicated on the template that follows, or at a minimum, cover the material in a formal self-study curriculum approved by the Director. Prerequisites course requirements will be discussed during the first advising session.

## Program Curriculum

The following curricular requirements are presented as a guide to your matriculation through the program, but depending on previous coursework, there may be changes and alternatives suggested by your MHA advisor.

### Foundation Courses

CPH 614 Managerial Epidemiology .....	3
CPH 663 Introduction to Public Health Practice and Administration.....	3
HA 601 Overview of U.S. Healthcare .....	3
HA 621 Quantitative Methods for Healthcare Management.....	3
HA 635 Management Accounting for Health Care Organizations	3
<b>Subtotal: Foundation Hours:</b> .....	<b>15</b>

## Core Courses

HA 602 Strategic Planning and Marketing in Healthcare.....	3
HA 603 Legal Aspects of Healthcare Management .....	3
HA 604 Healthcare Ethics and Governance .....	2
HA 623 Operations Analysis and Management.....	3
HA 624 Information Systems in Health Care .....	3
HA 628 Strategic Human Resource Management in Healthcare....	3
HA 636 Health Economics.....	3
HA 637 Health Finance.....	3
HA 642 Organization Theory and Behavior.....	3
HA 673 Health Policy .....	3
<b>Subtotal: Core Hours:</b> .....	<b>29</b>

## Application Courses

HA 660 Decision Making in Health Care Organizations .....	3
HA 711 Practicum in Health Administration .....	1
HA 785 Independent Study in Health Administration.....	1
<b>Subtotal: Application Hours</b> .....	<b>5</b>

## Electives

Please see your advisor for a complete list of electives	
<b>Subtotal: Elective Hours</b> .....	<b>5</b>

**Total Minimum Hours Required for Degree** ..... **54**

## *Practicum/Culminating Experience Procedures*

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### **Internship (Practicum or Field Experience)**

Managerial experience in a health care setting is an essential component of the health administration educational process. Administrative internships provide the student with the opportunity to apply the theories and techniques discussed in the classroom to operational health care situations under the guidance of an experienced health care professional with faculty oversight. This sharing of educational responsibility between the professional school and experienced health care administrators is necessary to assure the quality of professional education. This is particularly true when the goal is acquisition of operational skills through real-life experiences in settings outside the classroom.

A positive administrative internship does not happen by chance, but has to be carefully planned and implemented. It requires active commitment to the concept of the internship on the part of the faculty, preceptors/sites, and students. Only in this manner can effective mechanisms for collaborative efforts by all concerned be maintained.

All students without significant administrative experience must complete a 400-hour administrative internship. This can be completed on a full-time or part-time basis. Students with clinical experience, but no administrative experience, also complete a 400-hour administrative internship. This work can be in the same organization in which the student is employed. Senior management will often allow a student to take on additional administrative projects within the organization. Students with administrative experience may develop an administrative internship within their own organization that requires activities beyond their existing job responsibilities. With the written approval of the Director, students with significant administrative experience may take an additional 3-credit course in lieu of the internship. Credit for the internship includes participation in monthly seminars that provide students with important information to prepare them for their field experience.

Students should refer to the Administrative Internship Handbook for details on requirements and processes to complete a successful experiential learning experience. The Administrative Internship Handbook is distributed at a meeting called by the Internship Coordinator to begin the planning process during the spring semester and is also available from the Internship Coordinator.

### **Final Master's Exam**

Students are required to complete a master's level final integrative examination as the culminating experience for the MHA program. This experience will incorporate elements of the overall curriculum and focus on the attainment of the defined MHA program competencies.

To be eligible to sit for the final examination, students must have completed or be enrolled in their last semester of coursework, and have an overall GPA of 3.0 or better. Students with "I" or "S" grades in credit-bearing classes are not eligible for the final examination.

Upon approval by the MHA Director, a capstone project may be completed as the final integrative master's examination. The capstone project typically involves an analysis of a management or organizational problem in a health care setting followed by a set of specific recommendations or a course of action. The capstone project has two components: a comprehensive paper and the oral defense. Additional information regarding the capstone project and the final integrative masters examination will be shared by the MHA Director.



## *Suggested Sequence for Full-Time Students\*\**

NOTE: Courses listed on the template in fall are only offered in fall. Those listed in spring are only offered in spring. Students who take courses out of sequence do so at their own risk and may delay their graduation. Students who intend to change their full-time or part-time status after program admission must notify the program director to minimize potential delays in completing graduation requirements.

### First Year

#### Summer

Accounting or  
Economics Pre-req.

#### Fall

HA 601 Overview of  
U.S. Healthcare  
(CPH 600 Fall 2015)

HA 621 Quantitative  
Methods for  
Healthcare  
Management

HA 603 Legal  
Aspects of Healthcare  
Management

HA 642 Organization  
Theory and Behavior

CPH 663  
Introduction to Public  
Health Practice and  
Administration

#### Spring

HA 628  
Strategic Human  
Resources  
Management in  
Healthcare

HA 711 Practicum  
(Internship)  
in Healthcare  
Management  
(completed in  
summer)

HA 635  
Management  
Accounting  
for Healthcare  
Organizations

HA 636 Health  
Economics

HA 623 Operations  
Analysis and  
Management

CPH 614  
Managerial  
Epidemiology

### Second Year

#### Fall

HA 602 Strategic  
Planning and  
Marketing in  
Healthcare

HA 604  
Healthcare Ethics and  
Governance

HA 673 Health Policy

HA 637 Health  
Finance

Elective

#### Spring

HA 785  
Independent Study

HA 624 Information  
Systems in  
Healthcare

HA 660  
Decision Making  
in Healthcare  
Organizations

Elective

\*Students who have not satisfied the pre-requisite required for admission to HA 635 and HA 636 must do so before enrolling in those courses.

\*\* The College of Public Health is in the process of renumbering courses. The new numbers are anticipated to be used for Spring 2016, but the general content will remain as described.

## *Suggested Sequence for Part-Time Students*

Semester	Fall 1	Spring 1	Summer 1
Course	HA 601 (CPH 600 fall 2015)	HA 635	Elective
Course	HA 621	CPH 614	
Credits	6	6	2-3

Semester	Fall 2	Spring 2	Summer 2
Course	HA 603	HA 628	HA 711
Course	HA 642	HA 636	
	CPH 663		
Credits	9	6	1

Semester	Fall 3	Spring 3	Summer 3
Course	HA 602	HA 623	Elective
Course	HA 637	HA 624	
Credits	6	6	3

Semester	Fall 4	Spring 4
Course	HA 673	HA 660
Course	HA 604	HA 785
Credits	5	4