

MHA Program Student Handbook

<https://cph.uky.edu/programs/master-health-administration>

2022-2023

Welcome to the UK CPH MHA Family

The UK MHA faculty and staff welcome you and look forward to learning alongside you during your graduate program journey. The MHA Program has been developed to support your success. Our curriculum, competencies, and embedded professional experiences will set you up to gain the skills needed to be a change leader if you take advantage of all that is offered to you. We know students are more successful when they fully engage in the courses, relationships, offerings, and opportunities shared with them. We have chosen to teach because we love teaching and helping students realize their personal potential.

We are excited to have you in our UK MHA family!

With excitement and sincerity,

MHA Faculty and Staff

College of Public Health Mission and Vision

Mission Statement

To develop health champions, conduct multidisciplinary and applied research, and collaborate with partners to improve health in Kentucky and beyond.

Vision Statement

To be a catalyst of positive change for population health.

Student Responsibility

This handbook offers an overview of the policies and procedures of the Master of Health Administration (MHA) degree program. It is intended to serve as a guide for the MHA 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, Graduate Advisor, Director of Graduate Studies, or the Associate Dean for Academic and Student Affairs.

It is the student's responsibility to be informed concerning all MHA program regulations and procedures. Students should also become familiar with the Graduate School Bulletin available at <http://gradschool.uky.edu/graduate-school-bulletin>.

The MHA Graduate Advisor should be consulted concerning course requirements, any deficiencies, the planning of a program, and special regulations. Programs may have degree requirements that are not listed in the Bulletin. The Dean of the Graduate School interprets the Graduate School Bulletin. Only the Graduate Council may waive Bulletin requirements.

CONTACT and RESOURCE INFORMATION

MHA Program:

Master of Health Administration Program Director

Dr. Maureen Connelly Jones

Email: Dr.MJ@uky.edu

111 Washington Avenue, Suite 105; Lexington, KY 40536-0003

Department of Health Policy and Administration Support

Megan Hannah – Office Manager

- Email: Megan.hannah@uky.edu

Kelsey Gatton – Office Coordinator

- Email: Gatton.kelsey@uky.edu

Office of Student Engagement and Academic Success (SEAS)

111 Washington Avenue, Suite 120; Lexington, KY 40536-0003

Phone: (859) 257-5678; Email: ukcph@uky.edu

Associate Dean of Academic and Student Affairs, Director of Graduate Studies

Dr. Sarah Wackerbarth

Phone: (859) 218-2079; Email: sbwack0@uky.edu

Benji Bryant, Graduate Coordinator

- Email: Benji.bryant@uky.edu

Table of Contents

Welcome Message	2
Mission and Vision	2
Welcome from the Dean	5
Program Information	6
MHA Competency Model	7
Program Requirements	9
Internship Procedures	10
Full-time Sequence	12
Part-Time Sequence	14
Specialty Program: JD/MHA Dual Degree	16
Student Services & Resources.....	19
Academic & University Policies.....	23

Handbook Disclaimer

The UK MHA program has made every effort to provide information in this Handbook that is accurate and timely for students. However, the program reserves the right to change rules, regulations, procedures, curricula, courses, programs, course content, prerequisites, calendars, and fees at any time. The most current information can be found on the program website:

<https://cph.uky.edu/programs/master-health-administration>. Students must also consult the

UK Graduate Bulletin

Dear MHA students,

In the College of Public Health, we train health champions. Champion has different meanings. It can mean someone who is a victor, the winner. It can also mean someone who fights for a cause or works on behalf of others. So, what does a health champion mean here? In the College of Public Health, we train people who fight, work, strive, struggle, persist for the health of others. For us, it is more than just being health-focused or treating people who are sick. At the University of Kentucky, our health champions fight for prevention – our work is needed to keep communities from harm, from disease, from injury.

Health champions solve problems. Public health problems are complex. Our problems involve human perception, stigma, behaviors. They include a person's history, what has happened to them in their lives. Public health problems need biology, chemistry, computing. It matters where a person lives, where they grew up, who influences them and how they first learned about health. The path to discovery in public health is not fast or simple. You may be surprised to hear stories from faculty and staff about times when they failed. Failure is expected. What defines a health champion is how you come back when you experience defeat.

As a member of our student body, there are many people here to support you. I encourage you to reach out early and often to the faculty, to staff, and to other students. Our staff in Student Engagement & Academic Success (SEAS) care about your academic progress, your well-being, your success and development as a student. Department chairs and program directors are available to you to talk about experiences in the program and classes. Your faculty are training you to be the next generation of public health scientists and to champion for the health of others – they want to talk to you, teach you, learn with you. Take every opportunity to connect with the faculty, staff, and students of the College. Success in public health never occurs in isolation – this is a field where you cannot do it alone. Public health is team science. Our approach to solving problems is made better because we work together. Part of your education here will be the realization that working with others is the path to impact.

While a learner in our college, you will encounter people from many different backgrounds, disciplines, and perspectives. Our college is comprised of four academic departments: Biostatistics, Epidemiology and Environmental Health, Health Behavior and Society, and Health Management in Policy. Within these four departments, the core areas of public health are represented. Many of us (myself included) come to public health from a variety of pathways – our training is often as diverse as our people. However, each one of us belongs here. We belong here because of a shared commitment to make a difference. We belong here because we believe that the health of others deserves a champion. We belong here because we know that prevention is possible. You belong here, too.

On behalf of the faculty and staff of the College, it is my pleasure to welcome you to the College and congratulate you on the important decision to pursue advanced training within public health.

Sincerely,

Heather Bush

Heather Bush
Acting Dean for the College of Public Health

Program Information

MHA Mission

The mission of the Master of Health Administration program is to provide students early in their careers with competencies that support their success in managerial and leadership positions in complex healthcare organizations and provide a solid foundation for their career development. We aim to achieve this mission by integrating expert faculty instruction, research, and service; engaging alumni and other stakeholders in continuous program improvement; and supporting student connections with the healthcare management practice community.

The MHA program focuses on preparing students for entry-level management and administrative positions that require analytical, operational, and strategic abilities developed through the program's competency-based curriculum model.

MHA Vision

The MHA Program's vision is to achieve national recognition and respect by attracting and educating highly qualified students with diverse backgrounds who perform in an exceptional fashion in their post-graduate positions and by building strong, mutually supportive research and public service programs.

National Accreditation

The MHA degree is offered through the College of Public Health and the Graduate School. 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 was reaccredited for seven years - the maximum reaccreditation length attainable - from CAHME in 2012 and 2018.

Rankings

Through a sustained commitment to continuous evaluation and improvement in graduate education, research, and public service, the Departmental faculty aspires to have the University of Kentucky MHA Program ranked among the top programs in the USA according to the U.S. News and World Reports.

MHA Competency Model

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

DOMAIN A: COMMUNICATIONS AND INTERPERSONAL EFFECTIVENESS - Ability to communicate with individuals and groups in a manner that builds enduring, trust-based relationships.

1. Collaborate effectively in diverse multi-disciplinary groups, both large and small.
2. Speak and write in a clear, logical, and grammatical manner in formal and informal situations.

DOMAIN B: CRITICAL THINKING, ANALYSIS, AND PROBLEM SOLVING - Ability to identify key issues, determine the qualitative and quantitative information required to understand them, conduct systematic analysis, and reach decisions that are both creative and pragmatic.

3. Apply appropriate quantitative methods in assessing organizational issues and services and interpreting the results.
4. Identify, evaluate, and prioritize market opportunities and alternatives.
5. Apply accounting and financial management principles in analyzing financial data, statements, and issues.
6. Synthesize pertinent information and utilize it in constructing capital and operating budgets, and in managing the revenue cycle.
7. Understand basic concepts of health law and compliance requirements, how they influence organizational decision-making, and how to discern issues that require the advice of legal counsel.
8. Apply economic principles in analyzing healthcare markets, organizational issues, and payment systems.
9. Select current methods for monitoring, assessing, and improving organizational performance, including patient safety, clinical quality, and consumer experience.
10. Demonstrate substantive knowledge of current administrative and clinical information systems and their uses, benefits and challenges.
11. Apply critical thinking skills and employ systematic, analytical approaches in decision-making.
12. Propose directions and approaches beyond the status quo and formulate solutions that are both creative and pragmatic.

DOMAIN C: MANAGEMENT, GOVERNANCE, AND LEADERSHIP - Ability to inspire support for an organizational vision and goals and develop the effective structures, processes, and cultures required to accomplish them.

13. Explain the concepts of mission, vision, and values, and the responsibilities for establishing and implementing them in healthcare organizations.

14. Distinguish the respective roles of governance, management, and clinical staff in healthcare organizations, including multi-level health systems.
15. Build healthcare programs that are durable, efficient, and effective.
16. Apply key concepts, principles, and practices of human resources management in healthcare organizations.
17. Create solid strategic and business plans, including methods for evaluating progress in relation to them.
18. Apply management knowledge and skills effectively in guiding individual and group behavior and influencing organizational culture and performance.
19. Synthesize pertinent concepts and principles of leadership and apply them in addressing organizational issues.
20. Apply key concepts and principles of change management in instituting and revising policies, practices, and programs in healthcare organizations.

DOMAIN D: HEALTH POLICY, ETHICS, AND PROFESSIONALISM - Ability to understand the development of public and organizational policies, their impact on healthcare organizations and communities they serve, and the ethical and professional standards - including continuous evaluation and improvement - that are essential to success in healthcare leadership roles.

21. Demonstrate knowledge and understanding of the U.S. healthcare system, including the organizational settings in which health services are provided and the impact of health policy on providers, payers, and populations.
22. Apply the basic concepts and principles of healthcare ethics in analyzing organizational issues, policy formulation, and decision-making processes.
23. Demonstrate commitment to objective self-assessment and development that will foster resilience and ongoing professional growth.

DOMAIN E: INDIVIDUAL AND POPULATION HEALTH - Ability to understand the multiple factors that affect the health status of individuals, families, and communities, analyze their relative importance in specific situations, and contribute to developing strategies that will effectively employ available resources in bringing about improvements.

24. Analyze the key determinants of population health and health disparities and their relative impact on individuals, communities, and society.
25. Analyze the incidence and prevalence of injury and disease using epidemiological and statistical methods.
26. Assess and prioritize population health needs.

Program Requirements

The total program consists of 50 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 (see details in that section).

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 and/or Program Director. Each course addresses competencies in the competency model. Competencies are built and layered over the course of the curriculum, each course is integral to the student's development.

Required Courses

<u>Course Title</u>	<u>Credit Hours</u>
CPH 600 Health Services and Systems Organization	3
CPH 605 Epidemiology	3
CPH 652 Health Finance	3
CPH 655 Management Accounting for Healthcare Organizations	3
CPH 658 Health Economics	3
CPH 663 Introduction to Public Health Practice and Administration	1
CPH 681 Legal Aspects of Healthcare Management	3
CPH 682 Quantitative Methods for Healthcare Management	3
CPH 683 Operations Management and Quality Improvement	3
CPH 684 Human Resources Management in Healthcare	2
CPH 687 Organizational Theory & Behavior	3
CPH 688 Internship in Health Administration	1
CPH 780 Strategic Planning and Marketing in Healthcare	3
CPH 781 Healthcare Ethics and Governance	2
CPH 782 Information Systems in Healthcare	3
CPH 784 Case Studies in Health Administration	2
CPH 785 Health Policy	3

Electives

Please see your academic advisor for elective options.

<u>Subtotal: Elective Hours</u>	6
Total Minimum Hours Required for Degree	50

Internship Procedures

Internship

Rationale

Managerial experience in a healthcare 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 healthcare situations under the guidance of an experienced healthcare professional with faculty oversight. This sharing of educational responsibility between the professional school and experienced healthcare administrators is necessary to assure the quality of professional education. This is particularly true when the goal is the continued development of competencies 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 an 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.

Procedure

Full-time Students

Timeline:

Students without significant administrative experience typically complete a 400-hour administrative internship in the summer between the first and second years. Students begin to prepare for the internship application and interview process in the first semester during the leader development course one and continue in course 2. Students will practice interview skills, develop their network, build a professional resume, research internship options, and develop their personal ethical frameworks and career goals.

Students direct this process and receive guidance from the Program Director and the Internship Coordinator.

Part-time Students

Students completing the MHA degree following a part-time course sequence will work with the MHA Internship Coordinator to develop an internship experience which meets the course objectives and the student's employment schedule. 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 seminars that provide students with important information to prepare them for their internship 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 and is also available from the Internship Coordinator.

Integrative Final 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.

Additional information regarding the capstone project and the final integrative master's examination will be shared by the MHA Program Director.

Course Sequence for Full-Time Students

Course Offerings:

Courses listed on the template in fall are only offered in fall. Those listed in spring are only offered in spring. Courses are sequenced so that skills build over time and competency development is realized with each new opportunity to learn and apply the skills.

Students do not take courses out of sequence but if a situation arises where that takes place students do so at their own risk and may delay their graduation.

Change of Status:

- Students who intend to change their full-time or part-time status after program admission must notify the program director in writing via email and make an appointment to discuss the situation. Notification should occur at the earliest possible time.
- Early notification allows for appropriate planning and minimizes potential delays in completing graduation requirements.

Electives:

- Students have a set number of available elective credits.
- The MHA Program has a list of approved electives.
- Electives chosen should be directly connected to a student's career goals.
- Exceptions: Any courses not on the approved list must be pre-approved by the MHA Program Director in consultation with the Academic Advisor.
- The Program Director, MHA Faculty, and the Academic Advisor are ready to help students consider what course(s) is the best fit: seek guidance early.

College of Public Health Student Handbook
Master of Health Administration Program
2022-2023

<https://cph.uky.edu/programs/master-health-administration>

cph.uky.edu

First Year		Summer	Second Year	
Fall (15 Credit Hours)	Spring (13 Credit Hours)	Complete Internship hours for CPH 688 (400)	Fall (12-14 Credit Hours)	Spring (7-9 Credit Hours)
CPH 600 (3) Health Services and Systems Organization	CPH 688 (1) Internship in Healthcare Management (completed in summer)		CPH 780 (3) Strategic Planning and marketing in Healthcare	CPH 787 (1) Independent Study
CPH 682 (3) Quantitative Methods for Healthcare Management	CPH 681 (3) Legal Aspects of Healthcare Management		CPH 781 (2) Healthcare Ethics and Governance	CPH 782 (3) Information Systems in Healthcare
CPH 684 (2) Human Resources Management in Healthcare	CPH 658 (3) Health Economics		CPH 785 (3) Health Policy	CPH 784 (2) Case Studies in Health Administration
CPH 655 (3) Management Accounting for Healthcare Organizations	CPH 683 (3) Operations Management and Quality Improvement		CPH 605 (3) Epidemiology	Elective (1-3)
CPH 687 (3) Organization Theory and Behavior	CPH 652 (3) Health Finance		Elective (1-3)	
CPH 663 (1) Introduction to Public Health Practice and Administration				
Leader Development 1	Leader Development 2		Leader Development 3	Leader Development 4

Course Sequence for Part-Time Students

Course Offerings:

Courses listed on the template in fall are only offered in fall. Those listed in spring are only offered in spring. Courses are sequenced so that skills build over time and competency development is realized with each new opportunity to learn and apply the skills.

Students do not take courses out of sequence but if a situation arises where that takes place students do so at their own risk and may delay their graduation.

Change of Status:

- Students who intend to change their full-time or part-time status after program admission must notify the program director in writing via email and make an appointment to discuss the situation. Notification should occur at the earliest possible time.
- Early notification allows for appropriate planning and minimizes potential delays in completing graduation requirements.

Electives:

- Students have a set number of available elective credits.
- The MHA Program has a list of approved electives.
- Electives chosen should be directly connected to a student's career goals.
- Exceptions: Any courses not on the approved list must be pre-approved by the MHA Program Director in consultation with the Academic Advisor. The Program Director, MHA Faculty, and the Academic Advisor are ready to help students consider what course(s) is the best fit: seek guidance early.

First Year		First Summer	Second Year	
Fall (6 Credit Hours)	Spring (6 Credit Hours)	Summer (6 Credit Hours)	Fall (6 Credit Hours)	Spring (6 Credit Hours)
CPH 655 (3) Health Management Accounting for Healthcare Organizations	CPH 652 (3) Health Finance	CPH 600 (3) Health Services and Systems Organization	CPH 663 (1) Introduction to Public Health Practice and Administration	CPH 681 (3) Legal Aspects of Healthcare Management
CPH 682 (3) Quantitative Methods for Healthcare Management	CPH 658 (3) Health Economics	CPH 605 (3) Epidemiology	CPH 684 (2) Human Resources	CPH 683 (3) Operations Management and Quality Improvement
			CPH 687 (3) Organization Theory and Behavior	
Second Summer			Third Year	
Summer (6 Credit Hours)			Fall (6 Credit Hours)	Spring (9 Credit Hours)
CPH 688 (1) Internship in Healthcare Management			CPH 780 (3) Strategic Planning and marketing in Healthcare	CPH 782 (3) Information Systems in Healthcare
CPH 781 (2) Healthcare Ethics and Governance			CPH 785 (3) Health Policy	MHA Elective (3)
CPH 651 (2) TBD				MHA Elective (3)
				Leadership Course (1)

Specialty Program

JD/MHA Dual Degree Program (Juris Doctorate/Master of Health Administration)

The combination of healthcare management education and legal expertise opens many doors in health systems and the public sector. The University of Kentucky offers students the opportunity to complete professional degrees in these two areas jointly in less time than they would take separately.

Graduates who earn the MHA and JD degrees are not limited to the traditional law career path of working in a government agency or law firm—they can also expand their opportunities to take on roles in health services organizations.

Who Should Consider this Joint Degree?

This program is designed for students who have an interest in law as it applies to healthcare and healthcare leadership. The combination of degrees offers students healthcare-specific topics including the organization behavior and structure, health policy, delivery of health care, health care financial management, operations, quality and safety, leadership development, human resources, and more. Completing both degrees will be especially helpful for students with an interest in healthcare systems, risk management, healthcare legal counsel, the insurance industry, compliance, medical device companies, health care facilities as well as the pharmaceutical industry or health policy organizations.

How Does it Work?

Students apply and must be admitted to both programs. Deadlines for each program may vary so it is important for prospective students to track application processes carefully. See these websites for the most up-to-date application information and admission criteria:

- <https://www.uky.edu/academics/masters/health-administration-graduate>
- <https://law.uky.edu/admissions>

The Master of Health Administration (MHA) degree is a two-year (full-time, residential), 50-hour program that is accredited by the Commission on Accreditation of Healthcare Management Education (CAHME) and offered through the College of Public Health. The Juris Doctor (JD) degree is a three-year (full-time, residential), 90-hour degree program of the College of Law that is accredited by the American Bar Association. Under the dual degree program, each college would accept nine credit hours earned in the other college, allowing the student to complete both JD and MHA degrees with a total of 131 credit hours, and taking a total of four years rather than five.

Student Advising Support:

There are designated advisors in each degree program assigned to the student upon admission. Additionally, students will receive career and professional advising from the MHA Program Director and academic advising from the College of Public Health Graduate Coordinator. A program of study will be developed for each student.

Students consult with an advisor in the MHA Program and the Law School to determine the best path for them. The curriculum sequencing has some flexibility in timing and in emphasis areas.

Year 1 – Options

- Most JD/MHA students begin with a full year of MHA coursework
- Some choose to begin with one or two years of law school.
- Any of these trajectories positions students for degree completion in a year less than the two degrees would require if undertaken separately.

Curriculum Sequencing

Year 1 or 2: 30 credit hours of required first-year Law courses

LAW 805	Torts	(4 hrs)
LAW 807	Property	(4 hrs)
LAW 801-802	Contracts I and II	(6 hrs)
LAW 815-817	Civil Procedure I and II	(6 hrs)
LAW 811	Criminal Law	(3 hrs)
LAW 820	Constitutional Law I	(3 hrs)
LAW 804	Legal Research and Writing	(4 hrs)

Year 1 or 2: at least 33 credit hours of required MHA core courses from among the following:

CPH 600	Overview of US Healthcare	(3 hrs)
CPH 605	Epidemiology	(3 hrs)
CPH 652	Health Finance	(3 hrs)
CPH 655	Management Accounting	(3 hrs)
CPH 658	Health Economics	(3 hrs)
CPH 663	Introduction to Public Health	(1 hr)
CPH 681	Health Law	(3 hrs)
CPH 682	Quantitative Methods	(3 hrs)
CPH 683	Healthcare Operations Analysis	(3 hrs)
CPH 687	Organization Theory and Behavior	(3 hrs)
CPH 688	Internship	(1 hr)
CPH 684	Human Resources in Healthcare	(2 hrs)
CPH 781	Healthcare Ethics and Governance	(2 hrs)
CPH 785	Health Policy	(3 hrs)

Years 3 and 4

(a) 48 credit hours in the College of Law (49 credit hours if a two-credit capstone is selected under subsection (c)) including the following courses required for graduation:

LAW 835	Professional Responsibility	(3 hrs)
	Substantial Writing Requirement	(2 hrs)
	Experiential coursework designated by College of Law	(6 hrs)
	Six of the following:	(18-21 hrs)
LAW 811	Criminal Procedure	
LAW 822	Constitutional Law II	
LAW 851	Business Associations	
LAW 860	Taxation I	
LAW 876	Trusts and Estates	
LAW 882	Secured Transactions	
LAW 890	Evidence	

LAW 915 Family Law
LAW 920 Administrative Law

(b) at least 8 credit hours from the following list

CPH 780	Strategic Planning and Marketing	(3 hrs)
CPH 782	Information Systems in Healthcare	(3 hrs)
CPH 784	Case Studies in Healthcare Management	(2 hrs)
CPH 757	Independent Study for MHA Exam	(1 hr)

(c) In addition, a shared elective course (2-3 hours) from the following list:

LAW 830	Health Care Organizations & Finance	(3 hrs)
LAW 831	Bioethical Issues and the Law	(2-3 hrs)
LAW 832	Medical Liability	(3 hrs)
LAW 946	Healthcare Law and Policy Seminar	(2 hrs)
LAW 975	UK Healthcare Risk Management Office Externship	(2 hrs)
CPH 653	Public Health Law	(3 hrs)
CPH 755	Leading Healthcare Teams	(3 hrs)
CPH 758	Applications in Healthcare Operations	(3 hrs)

Fulfillment of Degree Requirements and Graduation

A student in the JD/MHA Dual Degree Program may complete the requirements for one of the degrees and be awarded that degree prior to completing all the requirements for the other degree; provided, however, that the student shall have successfully completed at least two semesters of work towards the other degree. All courses in one program that will count towards meeting the requirements of the other must be completed before the awarding of either degree. Students will be required to fulfill all requirements for each degree in order to be awarded that degree, subject to the inter-program transfer of credits.

Financial Aid and Tuition Assistance

Decisions on financial aid will be made by each school according to that school's procedures. The University of Kentucky offers scholarships that might be available to graduate students – check here:
<https://gradschool.uky.edu/scholarships-and-fellowships>

Paid MHA Practicum

MHA Students (first 15 admitted and acceptance received) will work in an Administrative Practicum Associate position at UK HealthCare in a paid, project-based, and healthcare leader-coached position for four semesters (Fall/Spring, Fall/Spring). This position provides students with immediate real-world application of course content and concepts.

MHA Internship (CPH 688)

Students who have completed at least 25 credit hours in the MHA Program are eligible to enroll in the internship course, a 400-hour practical experience typically completed over the summer. Many of these positions are paid for by the sponsoring organization. Students enrolled in CPH 688 will work with faculty to identify best-fit options.

For More Information

- Admissions and Application Questions – Kris Miller @ krisKris.Miller@uky.edu
- Content and Course Sequencing – Dr. Julia Costich @ julia.costich@uky.edu
- MHA Program Questions – Dr. Maureen Jones, MHA Program Director @ Dr.MI@uky.edu

Student Services and Resources

For a complete list of resources, please refer to the University website - <http://www.uky.edu/UKHome/>.

Disability Accommodations

The University of Kentucky Disability Resource Center partners with qualified students with disabilities to assist them in gaining equal access to institutional programs and services consistent with their unique needs. The Center seeks to responsibly advocate the needs of students with disabilities to the campus community through consultation and outreach efforts with administration, faculty, students and University partners.

Disability Resource Center
725 Rose Street, Suite 407
Multidisciplinary Science Building
Lexington, KY 40536-0082
(859)257-2754

<https://www.uky.edu/DisabilityResourceCenter/>

Students who are denied accommodations authorized by the DRC or who feel they've been treated unfairly by an instructor because of the accommodations may contact Academic Ombud Services at <https://www.uky.edu/ombud/>.

E-mail

All UKCPH students must establish a University of Kentucky e-mail address. All emailed communication from the UK College of Public Health will be sent to students' UK email address. Students may establish a UK email address at <http://www.uky.edu/its/customer-support-student-it-enablement/customer-services/university-email-and-cloud-apps>.

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://cph.uky.edu/academic-programs/graduate-certificates>.

Find a complete list of University graduate certificates at the Graduate School's website - <http://gradschool.uky.edu/graduate-certificates>.

Information Technology Services

If students experience any technical issues, please go to: <http://www.uky.edu/its/>.

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 can access library resources at <http://libraries.uky.edu/>.

Student Organizations – For a complete list of student organizations, visit <http://getinvolved.uky.edu/>.

University of Kentucky Student Public Health Association (UKSPHA)

The University of Kentucky Student Public Health Association (UKSPHA) was founded on September 21, 2000 as a student-run, student-governed nonprofit organization of the University of Kentucky College of Public Health. UKSPHA is a student affiliate of the Kentucky Public Health Association (KPHA) and is open to University of Kentucky College of Public Health students as well as other University students interested in public health.

UKSPHA serves to promote student involvement in the development of healthy communities.

University of Kentucky MHA Student Association

The MHA Student Association serves as the student association for the American College of Healthcare Executives (ACHE) and for the MHA program. The MHA Student Association organizes educational, service and social activities and projects for all MHA students. The student association also advises the MHA Program Director on career and professional development opportunities and initiatives. Officers are elected in the spring semester and serve for the following academic year.

Delta Omega Society - Beta Gamma Chapter

Delta Omega is the honorary society for students in public health. The Society was founded in 1924 at Johns Hopkins University School of Public Health. There are currently more than 108 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.

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 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.

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 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.

Student Presentation Resources

The [Student Media Depot @ The Hub](#) 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. The Media Depot is funded by the Student Technology Fee and is a collaboration between the University of Kentucky Information Technology Services (ITS) and UK Libraries and is in support of the [Quality Enhancement Plan](#).

Presentation U! is the University of Kentucky's centralized tutoring center for speaking, writing, visuals, and all other forms of communication. Presentation U! supports UK's efforts to graduate confident communicators by providing services to undergraduate students, graduate students, staff, and faculty. They help students succeed in the classroom and beyond through the development of self-directed learning, as well professional skills such as interpersonal communication, visual literacy, and excellence in writing. Learn more at <https://www.uky.edu/presentationU/>.

University Academic Ombud

At the University of Kentucky, Academic Ombud Services is responsible for resolving academic related problems and conflicts for which established procedures have not yielded a satisfactory solution or for which no established procedure exists. Academic Ombud Services is not intended to supplant the normal processes of resolution (contacting the course instructor, department chair, director of undergraduate/graduate studies, and/or associate dean). In cases where there is a clear need to achieve a solution more quickly than normal procedures provide, the Ombud may seek to expedite the process.

The two major areas of activity for Academic Ombud Services involve student academic rights and violations of academic integrity. The primary task of Academic Ombud Services is to ensure fair policies, processes, and procedures, as related in the [Senate Rules](#), are equitably implemented. Thus, Academic Ombud Services is a neutral office working as an advocate for fairness and equity.

Professional, graduate, and undergraduate students as well as faculty contact Academic Ombud Services with a variety of questions and concerns. Students often want to be pointed in the right direction while others want to discuss complex situations. Faculty inquiries often involve how the University Senate Rules relate to an instructor's particular course; issues often involve attendance, Dead Week, and the procedures for violations of academic integrity.

All inquiries are held in confidence. Learn more at <https://www.uky.edu/ombud/>.

Academic Ombud Services
109 Bradley Hall
545 Rose Street
Lexington, KY
(859) 257-3737

University Health Services - <https://ukhealthcare.uky.edu/university-health-service>

University Health Services provides medical treatment for full and part-time students.

WildCard Student ID - <https://www.uky.edu/wildcard/>

Students are required to have a WildCard Student ID, which is 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.

Academic and University Policies

Academic Calendar

The College of Public Health follows the UK Academic Calendar - <http://www.uky.edu/registrar/content/academic-calendar>. It is the responsibility of the student to ensure that all deadlines are met.

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:

<https://www.uky.edu/deanofstudents/student-rights-and-responsibilities>.

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.

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 the 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

Severe weather procedures can be found at <https://www.uky.edu/see/severe-weather-procedures>.

The announcements regarding the cancellation of classes, closure of offices or delay of classes and offices opening will normally be made by 6 a.m. through a UK Alert. Other sources of up-to-date and complete information include the local media, the UK Infoline at 859-257-5684, UK TV Cable Channel 184, the UK websites www.uky.edu and www.uky.edu/alerts, and the UKNow news website at www.uky.edu/uknow. UK Alert will be activated and provide limited information referring people to the UK Alerts website for more information. It is often difficult for the local media to present complete

information, since the local media are handling hundreds of calls. Please refer to the UK websites, UK Infoline, Cable Channel 184 on campus to stay informed.

In addition to notifying the university community through UK Alerts and traditional forms of local media, the cancellation of classes, closure of offices, or delay of classes and offices opening due to severe weather will also be posted to UK's official social media accounts on [Facebook](#), and [Twitter UK](#) and [other Twitter accounts](#).

Confidentiality and Disclosure

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. The University of Kentucky complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers. This law applies to K-12 as well as postsecondary education.

Under FERPA provisions, students have the right to have their academic record 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. (If the student is requesting a letter be sent to someone outside the University of Kentucky, the Release of Information Consent Form must be completed:
https://uky.az1.qualtrics.com/jfe/form/SV_0SS4IOC92X7UHg9);
3. selecting students for honorary organizations;
4. informing community-based faculty members serving as preceptors;
5. responding to a directive pursuant to law or court order.

More information about FERPA and students' rights to privacy can be found at <https://www.uky.edu/registrar/FERPA-privacy>.

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 Policies can be found at <http://www.uky.edu/hr/policies/drug-abuse>.

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 programs, in the health care colleges, <http://www.uky.edu/regs/files/HCCcode.pdf>.

Procedure for Redress of Grievances

The purpose of the student grievance procedure is to provide a process for resolving student complaints. This procedure applies to all student complaints, including but not limited to academic issues, student services or administrative concerns, or matters involving any form of discrimination or harassment. Grievances involving academic issues are limited to final course grades and satisfactory completion of instructional program requirements.

Submissions to this form are reviewed by the Associate Dean for Academic and Student Affairs.

Students may file a grievance at https://uky.az1.qualtrics.com/jfe/form/SV_3IAE6y9m19OF9nT.

Social Media Guidelines

University of Kentucky social media policies and guidelines can be found at <https://www.uky.edu/regs/sites/www.uky.edu/regs/files/files/ar/AR10-4.pdf>.

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 healthcare 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.