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HCL 4605: Internship in Healthcare Leadership

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**College of Health Sciences
The University of Memphis**

Dept: Healthcare Leadership
Course: HCL 4605
Course Title: Internship in Healthcare Leadership
Semester: Spring 2024
Instructional Mode: Online/Asynchronous
Course Credit Hours: 6 credits
UM Drive: Canvas

Instructor Contact Information

Instructor: Gregory Hughes, PhD
Office: Field House 273
Main office phone: 901-678-4316
Email : gshughes@memphis.edu
Office Hours: Tuesday-Thursday 9:00a.m.-12:00p.m
Virtual Office Hours: Tuesday & Thursday 1:00p.m.-2:00p.m
Face to face meetings by appointment only

COURSE DESCRIPTION: Culminating experience allowing students the opportunity to demonstrate knowledge and skills in an appropriate professional setting, including completion of the Educational Testing Service Proficiency Profile Test.

PREREQUISITE: Completion of all course work in major and concentration.

WHY THIS COURSE IS IMPORTANT: Internship in the College of Health Sciences provides students with growth and development opportunities in a field or laboratory-based setting under the direct supervision of a qualified professional that necessitate application of knowledge and competencies acquired during course work and demanded in their chosen professional field. Upon completion of required field experiences students should be able to make the transition from student to professional and function at an optimal level of competence in their professional career.

Internship Student Requirements:

Internship student requirements include the completion of: All internship applications and forms; bi-weekly log entries; bi-weekly discussion posts; midterm and final evaluations; final synthesizing paper; comprehensive exam and exit interviews.

ADDITIONAL MATERIALS: The Internship Manual for the College of Health Sciences is available on-line through the University of Memphis (College of Health Sciences) website. The internship manual contains documents to be completed by the students **and** their agency supervisor.

METHODS OF INSTRUCTION: The enrolled students will be completing an internship experience at a chosen site related to the healthcare field. All course information required to successfully complete the internship course will be presented in the Canvas Learning Management System.

COURSE OBJECTIVES: The fundamental purpose of all field-experience activities supported by the College of Health Sciences (CHS) is to provide students with growth and development opportunities in a field-based setting under the direct supervision of a qualified professional that necessitate application of knowledge and competencies acquired during previously-completed course work and demanded in their chosen professional field.

ASSIGNMENTS, EXAMS, AND GRADING CRITERIA:

HCL 4605 Internship in Healthcare Leadership is graded on a Pass or Fail basis.

(Students in the 6-credit hour course are required to complete 240 internship hours by the of the semester.)

THE FOLLOWING ITEMS WILL DETERMINE THE STUDENT'S FINAL GRADE:

1. AGENCY INFORMATION FORM (5 POINTS)
2. INTERNSHIP LEARNING CONTRACT (15 POINTS)
3. BI-WEEKLY WORK LOGS 10 POINTS (7 POSTS FOR 70 POINTS)
4. BI-WEEKLY DISCUSSION POSTS 5 POINTS (7 POSTS FOR 35 POINTS)
5. FACULTY SUPERVISOR MID-TERM EVALUATION (50 POINTS)
6. FACULTY SUPERVISOR FINAL EVALUATION (50 POINTS)
7. SYNTHESIZING PAPER (25 POINTS)

Total available points for Internship Students=250

The 250 available points for Internship Students will be used to compute a percentage of 100.

RELATED COURSE INFORMATION

ACADEMIC INTEGRITY

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures.

(<https://www.memphis.edu/osa/students/academic-misconduct.php>)

PLAGIARISM: Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency in the selling of term papers or other academic materials. **Once your submission is submitted through drop box, a similarity score is generated through the Turnitin database for an evaluation of the originality of your ideas and proper use and attribution of sources. Any submitted items with more than 30% similarity score will not be accepted and will be reviewed for possible plagiarism. If it is determined after investigation that plagiarism occurred the student will receive a 0 in addition to other**

possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin restricted access database solely for detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all. Please refer to the University's "Code of Student Conduct" for actions that may result from student academic misconduct.

AWARDING AN INCOMPLETE GRADE: A grade of "I" (Incomplete) may be assigned by the Instructor of any course in which the student is unable to complete the work due to EXTRAORDINARY events beyond the individual's control. The "I" may not be used to extend the term for students who complete the course with an unsatisfactory grade. Unless the student completes the requirements for removal of the "I" within 45 days (for undergraduate courses, or 90 days for graduate courses) from the end of the semester or Summer term in which it was received, the "I" will be changed to an "F," regardless of whether or not the student is enrolled.

PROMOTING A POSITIVE LEARNING ENVIRONMENT: The College of Health Sciences recognizes its responsibility to promote a safe and diversity-sensitive learning environment that respects the rights, dignity, and well-being of students, faculty, and staff. Diversity means the fair representation of all groups of individuals, the inclusion of contrasting perspectives and voices, together with the appreciation and valuing of different cultural and socioeconomic group practices. Moreover, we aspire to foster a climate of mutual respect and empathy, among and between students, faculty, and staff, by nurturing an atmosphere that is free from discrimination, harassment, exploitation, or intimidation. Departmental courses will strive to provide an opportunity for all students to openly discuss issues of diversity including, but not limited to, age, disability, ethnicity, gender, race, religious beliefs, and sexual orientation.

STUDENT ACCOMMODATIONS

Students with accessibility issues or learning accommodation issues due to a disability should contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at drs@memphis.edu. (<https://www.memphis.edu/drs/index.php>)

SPECIAL NEEDS: Any student who has special needs for assistance and/or accommodation, and who is registered with the Office of Student Disability Services should meet with the instructor during the first week of classes.

AMERICANS WITH DISABILITIES ACT: The University of Memphis does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. *The student has the responsibility of informing the course instructor (at the beginning of the course) of any disabling condition, which will require modification to avoid discrimination.* Faculty is required by law to provide

"reasonable accommodation" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels.

DEALING WITH HARASSMENT: The College of Health Sciences believes it is important to respond to insensitive and inappropriate behavior in a spirit of collegiality, mutual respect, and professionalism. If you believe that you have been the target of discrimination by another student, faculty member, or staff member, due to age, disability, ethnicity, gender, race, religious beliefs, sexual orientation, or cultural group membership, you can choose to pursue one or more of the following avenues:

The most direct approach, if you feel comfortable doing so, is to speak directly to the person whose behavior you consider to be inappropriate. You may speak to the instructor, and HSS faculty member, the Dean Richard Bloomer rbloomer@memphis.edu (678-4165), or the University's Affirmative Action Officer (678-2713). You may contact the Assistant Dean of Students (678-2298), in the Office of Student Judicial Affairs. It is important that you speak immediately to someone, with whom you feel comfortable, in order that your concerns can be handled promptly and fairly. In all complaints of discrimination, including sexual harassment, the Office of Affirmative Action will be notified.

STUDENT HEALTH

Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

STUDENT RESOURCES

Students who need additional resources can visit the Dean of Students Office website at <https://www.memphis.edu/deanofstudents/crisis/index.php>.

PROFESSIONALISM IN A CLINICAL INTERNSHIP SETTING:

University of Memphis students from the College of Health Sciences are expected to practice professionalism in their dress and behavior whenever they enter a clinical facility. Consider the cultural sensitivities of the most conservative potential patient and present yourself in a manner that will earn their respect, make them feel comfortable, and will ensure your own timeliness at an internship site. Plan to arrive at least 15 minutes early and allow time for parking and locating your site. If you know you will be absent OR late for any scheduled observation, you **MUST** contact your preceptor prior to that time to inform him or her. Follow promptly all site-specific procedures. Remember that you are a guest in their facility: wear any identification they require; it authorizes you as a member of the health care team. Do not let your behavior place future University of Memphis learning opportunities at this site in jeopardy.

Professional Appearance Standards:

- Clothing should be neat, clean and in good repair at all times. (e.g. not wrinkled, torn, dirty, frayed with all seams and hems finished).
- Tights and leggings are not permitted to worn as pants.
- Clothing with offensive language or art is not permitted at any time.

- Students are expected to be fully compliant with the assigned uniform at all times while at the internship site.

Hair

- Hair must be neat, clean and appropriately maintained with no extreme styles or unnatural colors (e.g. green, pink, orange, blue, bright red or any florescent color).
- Students are not allowed to wear hair curlers, shower caps or attachments such as feathers, tinsel or beads. Scarves may be worn for religion or medical reasons with site supervisor approval).
- Hair must be neatly contained for infection prevention and safety.

Facial Hair

- Mustaches may not exceed one-fourth inch below the corner of the lip and may not be an extreme style.
- All facial hair must be neatly trimmed and clean and must not be more than one inch in length. Handlebar waxed or partial mustaches are not permitted.
- Students must conform to departmental policies and requirements concerning facial hair.

Tattoos

- Tattoos, to the extent possible including wearing long sleeves if needed, should not be visible. Visible tattoos must be non-offensive. Site supervisors/management have sole discretion in determining if a tattoo is offensive. Students must make all efforts to cover exposed tattoos that would still maintain a professional appearance.

Hygiene

- Good personal hygiene is required always. It is vital that all students have daily habits of good grooming and hygiene when preparing to report to work. It is essential that a student's personal hygiene products and habits are adequate to protect patients and employees from offensive odors.

Jewelry

- Jewelry must not be excessive in style or size.
- Students may wear a maximum of two rings per hand.
- Body ornamentation (ear cuffs, tongue rings, facial piercings, ear gauges etc.) should not be visible.
- Bracelets should not interfere with job performance and should be limited in the number worn. Bracelets may not be worn based on policy at some sites.
- Earrings should not be larger than two inches in diameter and length. Students may wear up to two earrings per earlobe.
- No other visible body piercing jewelry will be allowed except based on religion or national origin and approved by the site supervisor.
- Pins that are offensive or political in nature may not be worn at any time.

Fingernails

- Fingernails should be neatly groomed, clean and should be at a length where it does not impact job duties or pose a safety hazard.
- Nail polish & nail art/jewelry may be restricted in certain areas. At no time will offensive nail art or jewelry be allowed.
- Artificial fingernails may not be allowed depending on the site. Fingernail polish is allowable but must be in good repair and should not be chipped.

Eyewear

- Dark and/or tinted glasses may not be worn indoors, unless medically necessary. Sunglasses are not allowed to be worn in the hair.

Fragrances

- Subtle fragrances of cologne, perfume, aftershave and lotion may be worn in non-patient care settings. No fragrances should be worn in patient care settings as some patients are sensitive to these fragrances.

Hats

- Are not allowed.

Earphones/Bluetooth

- Earphones and Bluetooth devices are not allowed to be worn in the ear or around the neck during work time.

Makeup

- Makeup is allowed and should be tasteful and not excessive.
- Eyelashes should be of natural length

Shoes

- Athletic shoes, duty shoes, or clogs with closed heel and toe are permitted, however crocs or croc like shoes with holes in them are not allowed. Open toed shoes are not allowed in any patient care areas. Heels must be professional in appearance and may not be more than 4.5 inches high. Students must comply with all departmental shoes required for safety purposes.

Undergarments

- Undergarments must be worn always and may not be visible.

Proper Fit of attire and uniforms will be assessed by the following

- All components of the uniform/attire must be in good repair and free of tears, holes, stains, etc.
- Cleavage is not open and exposed in an unprofessional manner
- When bending over, the clothing must cover the skin
- When hands are raised above the head, the clothing must cover the skin
- When sitting in a chair, the clothing must cover the skin
- Scrubs or pants must be affixed at the waist and not sagging

Business Attire

- Business suits, sports jackets/dress slacks, collared shirts and ties
- Ties/belts/dress socks and shoes
- Dresses/skirts are no more than 3 inches above the top of the knee, split no more than 4 inches above the knee
- Blouses
- Blazers or sweater sets
- Pants suits/dress
- Dress shoes/sandals (sandals only in non-patient care areas)

Business Casual Attire

- Casual Slacks (e.g. khaki.)
- Collared shirts
- Belts, socks, loafers, dress sandals
- Casual dresses/skirts generally no more than 3 inches above the top of the knee, splits no more than 4 inches above the knee
- Casual slacks ankle length or crop/capris are acceptable
- Sweaters, cardigans, turtlenecks
- Sleeveless shirts, blouses, dresses or sweaters

NOT ACCEPTABLE AT ANY TIME

- Shorts
- Mini skirts
- Jeans or denim/denim like material of any color (except as authorized by Regional One Health)
- T-shirts (except as authorized by Regional One Health)
- Athletic style clothing

- Sweat pants/tops, wind suits or jogging suits
- Stirrup pants or leggings unless with a dress/skirt of appropriate length
- Flip flops, thongs, beach shoes, hiking boots
- Halter tops, tube tops, sundresses, see through or any low cut or revealing
- Hats or caps unless part of the uniform

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