

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

| | | | | | |
|--|---|--|--|--|---------------------|
| 1. General Information | | | | | |
| a. | Submitted by the College of: | Public Health | Today's Date: | 2-7-11 | |
| b. | Department/Division: | Health Services Management | | | |
| c. | Is there a change in "ownership" of the course? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | | |
| | If YES, what college/department will offer the course instead? | | | | |
| d. | What type of change is being proposed? | <input checked="" type="checkbox"/> Major | <input type="checkbox"/> Minor ¹ | | |
| e. | Contact Person Name: | Julia Costich | Email: | julia.costich@uky.edu | Phone: 7-6712 |
| f. | Requested Effective Date: | <input type="checkbox"/> Semester Following Approval | OR | <input checked="" type="checkbox"/> Specific Term ² : | Fall 2011 |
| 2. Designation and Description of Proposed Course | | | | | |
| a. | Current Prefix and Number: | HA 711 | Proposed Prefix & Number: | same | |
| b. | Full Title: | Practicum in Health Administration | Proposed Title: | Internship in Healthcare Management | |
| c. | Current Transcript Title (if full title is more than 40 characters): | | | | |
| c. | <i>Proposed Transcript Title</i> (if full title is more than 40 characters): | | | | |
| d. | Current Cross-listing: | <input checked="" type="checkbox"/> N/A | OR | Currently Cross-listed with (Prefix & Number): | |
| | <i>Proposed - <input type="checkbox"/> ADD Cross-listing (Prefix & Number):</i> | | | | |
| | <i>Proposed - <input type="checkbox"/> Remove^{3,4} Cross-listing (Prefix & Number):</i> | | | | |
| e. | Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting and pattern type. | | | | |
| Current: | Lecture | Laboratory ⁵ | Recitation | Discussion | Indep. Study |
| | Clinical | Colloquium | 400 Practicum | Research | Residency |
| | Seminar | Studio | Other – Please explain: | | |
| <i>Proposed:</i> | <i>Lecture</i> | <i>Laboratory</i> | <i>Recitation</i> | <i>Discussion</i> | <i>Indep. Study</i> |
| | <i>Clinical</i> | <i>Colloquium</i> | <i>400 Practicum</i> | <i>Research</i> | <i>Residency</i> |
| | <i>8 Seminar</i> | <i>Studio</i> | <i>Other – Please explain:</i> | | |
| f. | Current Grading System: | <input checked="" type="checkbox"/> Letter (A, B, C, etc.) | | <input type="checkbox"/> Pass/Fail | |
| | <i>Proposed Grading System:</i> | <input checked="" type="checkbox"/> Letter (A, B, C, etc.) | | <input type="checkbox"/> Pass/Fail | |
| g. | Current number of credit hours: | 3 | Proposed number of credit hours: | 1 | |

¹See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate Council for normal processing and contact person is informed.

²Courses are typically made effective for the semester following approval. No course will be made effective until all approval are received.

³Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1)

COURSE CHANGE FORM

| | | |
|---|---|--|
| h. Currently, is this course repeatable for additional credit? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| <i>Proposed to be repeatable for additional credit?</i> | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| <i>If YES:</i> | <i>Maximum number of credit hours:</i> | |
| <i>If YES:</i> | <i>Will this course allow multiple registrations during the same semester?</i> | |
| | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| i. Current Course Description for Bulletin: | Practical field experience in a health administration setting under the direction of an academic and a workplace supervisor. | |
| <i>Proposed Course Description for Bulletin:</i> | Practical field experience in a healthcare management setting under the shared direction of a workplace preceptor and a faculty member. | |
| j. Current Prerequisites, if any: | MHA program status or permission of instructor. | |
| <i>Proposed Prerequisites, if any:</i> | same | |
| k. Current Distance Learning (DL) Status: | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Already approved for DL* |
| | <input type="checkbox"/> Please Add ⁶ | <input type="checkbox"/> Please Drop |
| *If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/>) that the proposed changes do not affect DL delivery. | | |
| l. Current Supplementary Teaching Component, if any: | <input type="checkbox"/> Community-Based Experience | <input type="checkbox"/> Service Learning <input type="checkbox"/> Both |
| <i>Current Supplementary Teaching Component, if any:</i> | <input type="checkbox"/> Community-Based Experience | <input type="checkbox"/> Service Learning <input type="checkbox"/> Both |
| 3. Currently, is this course taught off campus? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| <i>Proposed to be taught off campus?</i> | YES <input checked="" type="checkbox"/> ** | NO <input type="checkbox"/> |
| **The bulk of this course is taught in a practicum setting off campus. There is a new course component for students to attend 8 hours of seminar sessions in a campus classroom. | | |
| 4. Are significant changes in content/teaching objectives of the course being proposed? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| If YES, explain and offer brief rationale: | | |
| | | |
| 5. Course Relationship to Program(s) | | |
| a. Are there other departments and/or programs that could be affected by the proposed change? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| If YES, identify the departments and/or programs: | | |
| b. Will modifying this course result in a new requirement⁷ for ANY program? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| If YES ⁷ , list the program(s) here: Master of Health Administration – see accompanying Program Change Form. | | |
| 6. Information to be Placed on Syllabus. | | |
| a. | <input type="checkbox"/> Check box if Changed to 400G or 500 | If <u>changed to</u> 400G-or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4) |

⁶You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷In order to change a program, a program change form must also be submitted.

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: HA 711 Internship in Healthcare Management

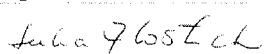


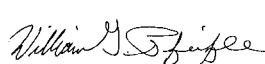
Proposal Contact Person Name: Julia Costich Phone: 257-6712 Email: julia.costich@uky.edu

Becki Flanagan Phone: 218-2092 Email: becki@uky.edu

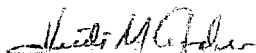
INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

| Reviewing Group | Date Approved | Contact Person (name/phone/email) | Signature |
|--|---------------|---|---|
| Department of Health Services Management | 2-7-2011 | Julia F. Costich/257-6712/julia.costich@uky.edu |  |
| Academic Affairs Committee | 2-8-2011 | Jim Holsinger/323-6314/jwh@email.uky.edu |  |
| Faculty Council | 2-10-2011 | Graham Rowles/218-0145/growl2@email.uky.edu |  |
| Academic Dean | 2-11-2011 | William Pfeifle/218-2054/pfeifle@uky.edu |  |

External-to-College Approvals:

| Council | Date Approved | Signature | Approval of Revision ⁶ |
|------------------------------|---------------|--|-----------------------------------|
| Undergraduate Council | | | |
| Graduate Council | | | |
| Health Care Colleges Council | 2/15/11 |  | |
| Senate Council Approval | | University Senate Approval | |

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

**UNIVERSITY OF KENTUCKY
COLLEGE OF PUBLIC HEALTH**

**Course Syllabus
HA 711 Internship in Health Administration
1 Credit Hour**

Contact information

Professor: Martha Cornwell Riddell, DrPH
Office: 103A College of Public Health
Telephone: (859) 218-2012
Office Fax: (859) 257-2821
E-mail: martha.riddell@uky.edu
Office Hours: Wednesday, 4:00 pm-5:30 pm & by Appointment

Location: TBA

Course Description

This course offers practical field experience in a health administrative setting under the direction of an academic and a workplace supervisor. The internship is tailored to the student's background and interests. For students already employed as health administrators or who are health providers, worksite administrative practice can be arranged. The internship is arranged by the MHA Internship Coordinator. ~~As part of this course, students are also required attend eight hours of seminar sessions during the semester.~~

Deleted: S

Deleted: to participate in monthly topical seminars during the academic year in preparation for the internship.

Deleted: ¶

Course Prerequisites

Completion of MHA Year 1 courses or consent of instructor

Course Format

This course is designed to help you gain and integrate knowledge, insights and skills necessary to effectively manage in healthcare organizations. To help you achieve the objectives of learning and of personal development, supervised experience in actual healthcare organizations will be coordinated and approved by the MHA Internship Coordinator in collaboration with the student and the healthcare organization and designated preceptor.

Master of Health Administration Core Competencies Addressed in This Course

The program has established a set of competencies related to its mission and the kinds of jobs graduates will typically enter. By successfully completing this course, the student will acquire the following competencies:

Competencies

Explain the respective roles of governance and management in healthcare organizations, including multi-level organizations. [#17, (S)]

Work comfortably in multi-disciplinary groups, both large and small. [#6, (P)]

Speak and write in a clear, logical and grammatical manner in formal and informal situations, including cogent business presentations and use of social media. [#26, (P)]

Synthesize and apply pertinent concepts and principles of leadership in analyzing organizational issues through case studies and projects in healthcare settings. [#18, (S)]

Develop and demonstrate the capacity for critical thinking and the ability to employ a systematic, analytical approach to decision making. [#27, (P)]

Ability to look beyond the status quo, envision new directions and approaches, and formulate solutions that are both creative and pragmatic. [#29, (S)].

Demonstrate commitment to objective self-assessment and on-going development that will lead to personal and professional growth throughout the student's career. [#28, (P)].

Course Resources

- UK MHA Internship Handbook and associated forms. This is available on the CPH website.
- Additional readings and assignments may be given and shared either in class, through BlackBoard or via other distribution methods.

Course Website

- Handouts and PowerPoint slides will be available for download on the HA 711: Internship in Health Administration web site: <http://myUK.uky.edu>. I will post announcements from time to time, so please review the site prior to each class. You will not be able to log into Blackboard until you have created your active directory (AD) account and changed the initial password. To do so, please look at the instructions at <http://wiki.uky.edu/Blackboard/Wiki%20Pages/Home.aspx>

Course Requirements and Learner Evaluation

Refer to the MHA Handbook and associated materials for information regarding requirements and learner evaluation.

Instructor Expectations and Policies

- I expect you to participate in monthly topical seminars during the academic year in preparation for the internship.
- I expect you to read the MHA Handbook and associated materials and ask questions regarding any information that is not clear or understood.
- I expect you to submit papers using proper English grammar, syntax, and spelling. You are encouraged to use spell check and grammar check prior to submitting your written

work. The Writing Laboratory is available to anyone who may need assistance. Grammar, syntax, and spelling will account for a portion of the grade for written work.

- You are encouraged to conduct all official email correspondence for this course using your official UK email account. If you prefer to use a non-UK email address, please update your email address by visiting <http://www.uky.edu/Blackboard/email.php> and notify the instructor.
- I expect you to share in the responsibility for making this course/internship a beneficial learning experience.
- The instructor reserves the right to change this syllabus at any time.

Academic Honesty

- Academic honesty is highly valued at the University of Kentucky. You must always submit work that represents your original words or ideas. If any words or ideas used in a class assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from identifiable sources.
- Cheating, including plagiarism, will not be tolerated in this course. Consult the UK student handbook for what constitutes cheating. Serious cheating offenses may result in a failing grade for the course or expulsion from the University. You can find the UK Statement of Student Rights and Responsibilities at <http://www.uky.edu/StudentAffairs/Code/>.

Accommodations

- If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, submit to me a Letter of Accommodation from the Disability Resource Center.
- Any student with a disability who is taking this course and needs classroom or exam accommodations should contact the Disability Resource Center, 257-2754, room 2, Alumni Gym, <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>

Inclement weather

The University of Kentucky has a detailed policy for decisions to close in inclement weather. The snow policy is described in detail at http://www.uky.edu/PR/News/severe_weather.htm or you can call (859) 257-5684.

Course Schedule and Topics: See Tentative Course Schedule

LaRoche, Adrea S.

From: Nikou, Roshan
Sent: Friday, April 01, 2011 9:38 AM
To: Anderson, Heidi Milia; Blackwell, Jeannine; Brothers, Sheila C; Gill, Sharon; Hanson, Roxie; Jackson, Brian A; LaRoche, Adrea S.; Lindsay, Jim D.; Nikou, Roshan; Price, Cleo; Swanson, Hollie; Woltenberg, Leslie N
Cc: Costich, Julia; Flanagan, Rebecca; Pfeifle, William; Richards, Allan G; Kelly, Deborah G; Smith, Greg
Subject: GC Transmittals
Attachments: HA 604.pdf; AE 645.pdf; AE 685.pdf; AE 686.pdf; AE 695.pdf; PSY 637.pdf; PT 686.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

TO: Hollie Swanson, Chair and Sheila Brothers, Coordinator
Senate Council

FROM: Brian Jackson, Chair and Roshan Nikou, Coordinator
Graduate Council

The Graduate Council met on March 31, 2011 and approved the following program and course proposals and is now forwarding them to the Senate Council to approve.

Change in Masters of Science in Health Administration along with HA 604, Managerial Ethics and HA 711, Practicum in Health Administration

AE 645, Topical Research in Art Education

AE 685, Action Research in Art Education

AE 686, Teacher Leadership in Art Education

AE 695, Independent Work: Art Education

PSY 637, Practicum in Psychological Assessment and Intervention

PT 686, Specialty Electives

*Roshan Nikou
The Graduate School
The University of Kentucky
101 Gillis Building - 0033
Phone: (859) 257-1457
Fax: (859) 323-1928
Roshan.Nikou@uky.edu*

"Be Kinder than necessary, for everyone you meet is fighting some kind of battle".

Burnell, Joni M

From: Brothers, Sheila C
Sent: Thursday, April 21, 2011 3:30 PM
To: LaRoche, Adrea S.
Subject: FW: HCCC Transmittal: MHA Program Change
Attachments: MHA Program Change 2011 HCCC REV.PDF

Follow Up Flag: Follow up
Flag Status: Flagged

Staff Representative to the Board of Trustees
Office of the Senate Council
Phone: (859) 257-5872

From: Lindsay, Jim D.
Sent: Wednesday, February 23, 2011 11:57 AM
To: Jackson, Brian A; Nikou, Roshan
Cc: Price, Cleo; Brothers, Sheila C; Anderson, Heidi Milia; Botto, Ronald W; Costich, Julia; Flanagan, Rebecca
Subject: HCCC Transmittal: MHA Program Change

Hello All...

This is a re-transmittal correcting the subject line to read: "MHA Program Change"

I apologize for the inconvenience,

Jim

Jim Lindsay
Health Care Colleges Council Coordinator
Associate Provost for Faculty Affairs Office
University of Kentucky, 205 Frazee Hall
Lexington, KY 40506-0031 Ph. (859) 323.6638
www.uky.edu/Provost/AcademicCouncil/council.php

From: Lindsay, Jim D.
Sent: Wednesday, February 23, 2011 11:09 AM
To: Jackson, Brian A; Nikou, Roshan
Cc: Price, Cleo; Brothers, Sheila C; Anderson, Heidi Milia; Botto, Ronald W; Costich, Julia; Flanagan, Rebecca
Subject: RE: HCCC Transmittal: RHB/PGY 625

February 23rd, 2011

T R A N S M I T T A L

TO: Brian Jackson, Chair and Roshan Nikou, Coordinator
Graduate Council

FROM: Heidi Anderson, Chair and Jim Lindsay, Coordinator
Health Care Colleges Council

On February 15th, 2011 the Health Care Colleges Council approved the following proposal with amendments and is now forwarding it to the Graduate Council to approve:

College of Public Health

- Program Change: Master of Health Administration

AMENDMENTS:

1. A Course Change Form, and Signature Routing Log need to be submitted for reducing the Capstone Project (HA 785) from 3 to 2 credit hrs. as well as rationale in items #12 & #13 of the Change in Masters Degree Program Form.
2. The "pilot" 1 credit course, Special Topics in Public Health (CPH 758) needs to be added to items #12 & #13 of the Change in Masters Degree Program Form. There needs to be a syllabus for the course I believe (this is a change from the other CPH 758 courses which currently exist and are 3 credit hours).
3. Correcting the wording on the syllabus for HA 711 under Course Description (last sentence) where it states that students are required to participate in monthly topical seminars in preparation for the internship. They will now attending 8 hours of seminar sessions as part of the course.
4. The syllabus for HA 604, Managerial Ethics (changing from a 1 credit hr. course to a 2 credit hr. course), needs to have the "Related Course Objectives" completed (they are all marked as "In development stage")

Attached are the materials to implement the requested action.

Cc Ron Botto
Julia Costich
Becki Flanagan
Cleo Price
Shelia Brothers
Heidi Anderson

Jim Lindsay
Health Care Colleges Council Coordinator
Associate Provost for Faculty Affairs Office
University of Kentucky, 205 Frazee Hall
Lexington, KY 40506-0031 Ph. (859) 323.6638
www.uky.edu/Provost/AcademicCouncil/council.php