

## HSA 4850

BAS Organizational Management--Healthcare Management  
BAS Applied Health Science – Advanced Allied Health

### Student Internship Checklist

HSA 4850 - Capstone - Healthcare Management: College Credits: 3

This course is to be taken the final semester of program.

Prerequisite: Departmental approval required.

This course is designed to guide new and future practicing healthcare managers and introduce the student to the customary activities of manager planning, organizing, decision making, staffing, motivating, and budgeting from the vantage point of various healthcare settings. Students will learn proven management concepts, techniques, models, and tools for managing individuals or teams with skill and ease. The course will be comprised of real-world healthcare settings in the form of an internship and covers many current topics such as the emerging implications of the Patient Protection and Affordable Care Act of 2010. (Students must meet the requirements of Florida Statute 456.0135, which requires a level 2 background check at their own expense.)

#### Prior to Registering in the Internship Course

- Declared Degree/Major on Record
- Good academic standing
- Met the recommended requirements and pre-requisites for the internship
- Visit our website at [easternflorida.edu/go/intern](http://easternflorida.edu/go/intern) and submit "Student Internship Inquiry" under Student Information

#### Next Step

- Register into HSA 4850. If you need assistance with this, please contact Lisa Schuler at [Schulerl@easternflorida.edu](mailto:Schulerl@easternflorida.edu) or call 321-433-5261
- Complete Internship Orientation course on Canvas and submit Quiz & Application

#### After Registering into the Course

- Submit to the Internship Representative
  - Resume/Cover Letter
  - Student Internship/Practicum Responsibility Agreement
  - Internship / Practicum Confirmation Site Confirmation form
  - Memorandum of Understanding

#### Additional Information

- Site Hours: 40 hours
- Many sites do require a Level 2 Background Check and a Drug Screening. The cost may be incurred at the student's expense, approximately \$150.
- In addition to college processes and applications, your host site may require additional steps including: separate application, interview, and orientation.

#### Completion of Internship

- Submit final documents to the Internship Representative
  - Hour Verification Log
  - Internship Site HOST Performance Evaluation
  - Student Worksite Review Evaluation