

HEALTH SERVICES 400: INTERNSHIP / FIELD SEMINAR

UCLA DEPARTMENT OF HEALTH SERVICES PROGRAM IN HEALTH POLICY AND MANAGEMENT

Leah Vriesman, PhD, MHA, MBA
Assistant Professor; Associate Director HPM
Office: 31-253A
Work: 310.206.2602 Cell: 310.844.4224 FAX: 310.825.3317
E-mail: vriesman@ucla.edu

COURSE DESCRIPTION

One key to professional and personal success is the ability to synthesize practice and academic experiences, knowledge, and skills into effective competencies for public health and health care management practice. This course is the culmination of the fieldwork process that takes approximately one year: beginning with the internship search process, following with the actual field placement, and culminating in this integrative course. HS400 provides the opportunity to deliberately consider and reflect on the relationship between the summer practicum and the principles and competencies of health care management and policy learned during the academic year.

Using a combination of written and oral assignments based on your summer field work, we will focus on:

- 1) Applying classroom-learned principles to the field of practice, and
- 2) Developing effective written and oral professional and technical communication skills.

You will prepare a professional management or policy-related report and an oral presentation from an organizational problem or health services issue on which you focused during the summer. In addition, you will prepare assignments specifically designed to foster reflection about the current health care environment and your participation in it. Exercises will be designed to foster reflection about, and the application of, management and policy principles.

OBJECTIVES

1. To apply theoretical principles, analytical skills, and problem-solving methods obtained in the classroom to a given problem or issue from the practice setting;
2. To integrate theoretical principles and professional practice by analyzing a problem identified during fieldwork and proposing a solution to that problem;
3. To enhance professional writing skills by preparing a professional report;
4. To refine presentation skills by preparing and presenting an oral briefing;
5. To share and pursue rich discussions with classmates and instructors regarding lessons learned from your experience;
6. To expand the group's professionalism by expecting excellent performance by your colleagues and getting feedback from these peers of your presentation.

COURSE REQUIREMENTS

This course is required for the Master of Public Health in Health Policy and Management Program. Students must have completed a 400-hour internship and other 1st year required courses in order to take this class. No reader or text has been assigned for this class. Materials will be distributed as needed during class sessions or online.

Learning Assessment:	Weight:	Skill assessed:
Critical Incident Report	5%	Reflective learning, self-perception
Oral Presentation	25%	Public speaking, organization, etc.
Consulting Report	50%	Analytics, communication skills etc
Class Participation with cases	20%	Peer-to-peer learning, oral skills, etc.

Final Report

We will send your preceptor a copy of your final consulting report with a request for your final evaluation. Therefore, please submit **TWO** copies of the bound final consulting report – one for Dr. Vriesman and one for your preceptor. Include your preceptor's current, accurate mailing address.

Online Information and Participation

Because this class is predominantly built upon a paper, we will be using www.TurnItIn.com for posting assignments. The best way to access this website is via www.my.ucla.edu website. Simply login to My UCLA and under course HS400 you will see a TurnItIn link. More information will be presented in class regarding this mode of instruction and participation for the class. Contact me immediately if you have problems going forward.

Classroom Participation

Much of what we do in class requires and benefits from class discussion. Students learn from each other as well as from the instructor. The diversity of settings and experiences of the students contributes to class learning. Therefore, **class participation and attendance are required**. Class participation grades will reflect your attendance and participation in class discussions. Students are expected to show respect for their classmates by attending ALL of the oral presentations of their classmates.

Academic Integrity

Please visit the UCLA Dean of Students for information regarding academic integrity and the honor code at <http://www.deanofstudents.ucla.edu/integrity.html>

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Fall 2007 WEEKLY SCHEDULE

Wk	Date	Topic	Tasks/Assignments
1	10/3	* Introduction/Class overview * Process overview * 360 Evaluation introduction	Course discussion Student evaluation of field placement Discussion of 3 articles
2	10/10	* Critical Incident Assignment * Reflective Learning * Using an Outline	Mentor Program Sign-ups Oral Presentation Sign-ups Return proposals throughout week
3	10/17	* Intro, Background, Problem Stmt * Writing Tips – APA Format * <i>Health Services Case; Discussion</i>	Due: Critical Incident Report; Outlines
4	10/24	* Methods, Findings & Discussion * Critical Incident Discussion * <i>Health Services Case; Discussion</i>	Due: <u>Draft</u> Intro, Background, Problem Statement and re-worked Outline
5	10/31	* <i>Health Services Case; Discussion</i>	
6	11/7	* Preparing the Executive Summary * Oral Presentation Tips * <i>Health Services Cases; Discussion</i>	Due: <u>Draft</u> Methods, Findings and Discussion Sections
7	11/14	In-class student meetings	Due: <u>Draft</u> Abstract or Exec Summary
8	11/21	Student Presentations	Due: Draft of Full Report
9	11/28	Student Presentations	
10	12/5	Student Presentations	Due in class: Final Reports