Document N: Course and Program Development:
IMPACT AND APPROVAL SIGNATURES
See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL:  O LAW  O MSB  O CAS  O CPA

CONTACT NAME: Margaret Gillingham  PHONE: 4108376090

DEPARTMENT/DIVISION: Health Systems Management  DATE PREPARED: 2/3/14

PROPOSED SEMESTER OF IMPLEMENTATION:  O fall  O spring  YEAR: 2014

TYPE OF ACTION:  O add (new)  O deactivate  O modify  O other

LEVEL OF ACTION:  O noncredit  O undergraduate  O graduate  O other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

O COURSE ACTIONS

Original Subject Code/Course Number: HSMG492/2711

Original Course Title: Internship

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

- 1. Experimental Course
- 2. Course Title
- 3. Course Credits
- 4. Course Number
- 5. Course Level
- 6. Pre- and Co-Requisite
- 7. Course Description
- 8. New Course
- 9. Deactivate Course
- 22. Other

PROGRAM ACTIONS

- 10. Program Requirements
- 11a. Undergraduate Specialization (Fewer than 24 credits)
- 11b. Master’s Specialization (Fewer than 12 credits)
- 11c. Doctoral Specialization (Fewer than 18 credits)
- 12. Minor (add or delete)
- 13. Closed Site Program
- 14. Program Suspension
- 15. Program Reactivation
- 16a. Certificate Program (UG/G) exclusively within existing degree program
- 16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
- 17. Off-Campus Delivery of Existing Programs
- 18a. Undergraduate Concentration (24 or more credits)
- 18b. Master’s Concentration (12 or more credits)
- 18c. Doctoral Concentration (18 or more credits)
- 19. Program Title Change
- 20. Program Termination
- 21. New Degree Program
- 22. Other

ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents):

- summary proposal (O)  course definition document (P)  full five-page MHEC proposal (Q)
- financial tables (MHEC) (R)  other documents as may be required by MHEC/USM (S)  other (T)

Summer 2010
**IMPACT REVIEW** (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>a. Library</td>
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<tr>
<td>b. OTS</td>
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<td>c. University Relations</td>
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<td>d. Admissions</td>
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<td>e. Records</td>
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**APPROVAL SEQUENCE** (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td>Chan Me</td>
<td>2/18/2014</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
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</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td>Heathman</td>
<td>3/27/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td>Laura Campbell-Gentry</td>
<td>3/31/14</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
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<td>F. University Council (Chair)¹</td>
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<td>G. Provost and Senior Vice President for</td>
<td></td>
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<tr>
<td>Academic Affairs</td>
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<tr>
<td>H. President</td>
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<tr>
<td>I. Board of Regents (notification only)</td>
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<tr>
<td>J. Board of Regents (approval)</td>
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<tr>
<td>K. MHEC (notification only)</td>
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<tr>
<td>L. MHEC (approval)</td>
<td></td>
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<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University's mission is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

¹ University Council review (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University’s mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.
Document O: Course and Program Development: SUMMARY PROPOSAL
See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: 
- LAW
- MSB
- CAS
- CPA

CONTACT NAME: Margaret Gillingham
PHONE: 4108376090

DEPARTMENT/DIVISION: Health Systems Management
DATE PREPARED: 2/3/14

PROPOSED SEMESTER OF IMPLEMENTATION: 
- fall
- spring
YEAR: 2014

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number:
HSMG492/2711

Original Course Title:
Internship

Original Program Title:

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

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</table>

For changes to existing courses:

<table>
<thead>
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<th>OLD TITLE</th>
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<th>CREDITS</th>
</tr>
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<tbody>
<tr>
<td>NEW TITLE</td>
<td>SUBJECT CODE/COURSE NO.</td>
<td>CREDITS</td>
</tr>
</tbody>
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Summer 2010
OLD: The internship serves as a bridge between theory and practice. Students apply their knowledge and acquire insights into the management of health service organizations. This 90- to 120-hour based practicum offers opportunities for observation, participation, and applying administrative skills in the institutional setting. Prerequisite: At least 12 credits HSMG including HSMG 371 and HSMG 372).

NEW: The internship serves as a bridge between theory and practice. Students apply their knowledge and acquire insights into the management of health service organizations. This 120 to 150 hour based practicum offers opportunities for observation, participation, and applying administrative skills in the institutional setting. Prerequisite: At least 12 credits HSMG including HSMG 371 and HSMG 372).

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

Meet the standards of the AUPHA (Association of University Programs in Hospital Administration).
1. DATE PREPARED
2/3/2014

2. PREPARED BY
Margaret Gillingham

3. DEPARTMENT/DIVISION
Health Systems Management

4. COURSE NUMBER(S) with SUBJECT CODE(S)
HSMG492 2711

5. COURSE TITLE
Internships

6. CREDIT HOURS
3

7. CATALOG DESCRIPTION
OLD: The internship serves as a bridge between theory and practice. Students apply their knowledge and acquire insights into the management of health service organizations. This 90- to 120-hour based practicum offers opportunities for observation, participation, and applying administrative skills in the institutional setting.

NEW: The internship serves as a bridge between theory and practice. Students apply their knowledge and acquire insights into the management of health service organizations. This practicum offers opportunities for observation, participation, and applying administrative skills in the institutional setting.

8. PREREQUISITES
Prerequisite: At least 12 credits HSMG including HSMG 371 and HSMG 372).

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)
Required for major

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.)

Summer 2010
11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean's office if you are unsure of the correct entry)

Field studies

12. FACULTY QUALIFIED TO TEACH COURSE

Any HSMG faculty

13. CONTENT OUTLINE

n/a

14. LEARNING GOALS

Experiential

15. ASSESSMENT STRATEGIES

Mentor Evaluation; Agency Assessment, Progress reports

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)

17. SPECIAL GRADING OPTIONS (if applicable)

18. SUGGESTED CLASS SIZE

15 or less

19. LAB FEES (if applicable)

n/a

Summer 2010