MHA INTERNSHIP
at the University of South Florida

The MHA Internship provides students with an opportunity to apply knowledge and skills in analyzing a management problem at a health care or related organization. The Internship is a project-oriented experience in a health services or related organization. This means the student (in consultation with the Academic Advisor and a field site Preceptor) identifies a management problem at the organization, which the student will address using analytic skills and tools developed through the MHA Program. The problem must not be so large that it cannot be addressed within the time limits, nor should it be so limited that it is inconsequential.

When can students register for the Internship?
Students are eligible to complete the MHA Internship after completing substantially all of the coursework in the MHA program. The timing of the Internship should be discussed with the student's faculty advisor.

How do students find an Internship?
The ultimate responsibility for securing the Internship rests with the student. The Department has information to assist students in identifying Internship opportunities in appropriate organizations, given the student's professional interests. Students should contact the Department’s Academic Administrator or their faculty advisor to review the information on past Internship sites and preceptors. Students may complete the Internship at their current place of employment if working outside of their current scope of responsibilities while fulfilling all College and Department requirements and expectations.

How do students register for the Internship?
In the MHA Internship, students should register for PHC 6945 Supervised Field Experience (1-2 hours) and PHC 6977 Special Project (3 hours), in consultation with their faculty advisor. While PHC 6945 and PHC 6977 are typically completed consecutively over two semesters, they can be completed simultaneously if the student has an approved Internship proposal, which is required for registration in PHC 6977. To register for PHC 6945, students must complete all documentation required by COPH Academic Affairs (Field Experience Application and Plan). To register for PHC 6977, students must complete the COPH form titled Contract for Special Project, which is signed by the faculty advisor once the student has an approved Internship proposal.

Can PHC 6945 Field Experience include activities other than identifying or working on the project?
In addition to the project, students may engage in any other management activities deemed appropriate by the preceptor, e.g., attending staff meetings, conducting other analyses, etc. The performance of these activities; however, will not substitute for the project analysis and report.

What are the requirements for the Internship Proposal?
In the semester prior to registering for PHC 6977, the student will write a proposal that includes the Title Page, Introduction, Objectives and Methods for the project, which describes the management analysis to be performed. This proposal must be approved by the Faculty Advisor.
and Preceptor prior to registering for PHC 6977. At the end of PHC 6977, the student must submit the complete consulting report in the format specified below.

Format for the MHA Internship Report:

The Internship Proposal will include the Title Page and Sections 1 to 3 below. The final Internship Report will include all sections listed below.

TITLE PAGE (This page has no page number)

TABLE OF CONTENTS (The page number is i)

EXECUTIVE SUMMARY (The page number is ii)

1.0 Introduction (The page number is 1)
   1.1 Statement of the Management Problem
   1.2 Scope of the Analysis
   1.3 Review of Relevant Literature

2.0 Objectives
   2.1 Objective #1
   2.2 Objective #2
   2.3 Objective #3 (add additional objectives, if included in analysis)

3.0 Methods
   3.1 Methods to Achieve Objective #1
   3.2 Methods to Achieve Objective #2
   3.3 Methods to Achieve Objective #3 (add additional sections, if more than three objectives)

4.0 Results
   4.1 Results for Objective #1
   4.2 Results for Objective #2
   4.3 Results for Objective #3 (add additional sections, if more than three objectives)

5.0 Conclusions and Recommendations
   4.1 Conclusions
   4.2 Recommendations

REFERENCES (APA or AMA citation format)

APPENDICES