

HAP 498: Internship in Healthcare Administration Spring 2026

Course Placement	(X) Core () Concentration () Elective (X) Pre-requisite(s) HAP 489
Instructor Name & Contact Information	<p>Kimberly Redelsheimer, MHSA, FACHE Adjunct Faculty George Mason University, Health Administration and Policy kredelsh@gmu.edu 773-709-6241 Email: kredelsh@gmu.edu</p> <p>Office Hours: By appointment. Meetings can be arranged via email for a phone call, google hangout, or zoom.</p>
Course Description	<p>Prerequisite: This course is open to HAP majors only who have completed HAP 489. Unless otherwise arranged with the HAP Undergraduate Coordinator this course is completed during the last academic semester of studies.</p> <p>This 4-credit hour capstone course consists of class sessions with HAP faculty, and 120 hours of work on behalf of a healthcare related organization. The 120 hours are to be spread out evenly throughout each week of the semester, per the needs of the internship site. Students are expected to be on site a minimum of one day per week throughout the entire semester.</p> <p>This course provides students with a variety of applied experiences in the chosen area of concentration under the direction of a HAP faculty member and preceptor in the field. The course integrates critical thinking, project planning and management, communication, and analytic skills in internship and development of project product. To take this course, a student must have an arranged internship prior to the first class.</p>
Course Objectives	<p>The capstone internship or practicum is a core component of the undergraduate BS in Healthcare Administration. The objective of the practicum is to enable students to build on their theoretical preparation to:</p> <ol style="list-style-type: none"> 1) Develop a basic understanding of leadership, management and problem/issue analysis skills through direct observation and participation in management and/or policy making activities in a business or health related organization 2) Obtain practical information and knowledge about various roles and functions for developing products and services, analyzing opportunities and managing various aspects of work in business/health related enterprises, or public policy making entities 3) Explore and assess the implications and opportunities for professional employment
Course Requirements	<p>Through the internship, students function as an integral member of a healthcare organization. Students are required to perform weekly work for the organization and identify/complete a specific project, in addition to providing other assistance or completing tasks as directed by their internship preceptor. It is anticipated students will also dedicate time each week to preparation and documentation of the internship experience, class attendance, and other course assignments.</p> <p style="text-align: center;">This course requires 120 hours of onsite experience over 15 weeks. If you are asked to leave the site, the student will receive an "F" for the course.</p>
Mason Core	<p>This course is designated as a Synthesis Course within the Mason Core Course Categories. The purpose of the Synthesis course is to provide students with the opportunity to synthesize the knowledge, skills and values gained from the Mason Core curriculum. Synthesis courses strive to expand students' ability to master new content, think critically, and develop life-long learning skills across the disciplines. While it is not feasible to design courses that cover "all" areas of general education, Synthesis courses should function as a careful alignment of disciplinary goals with a range of Mason Core learning outcomes.</p> <p>Learning Outcomes: A Mason Core Synthesis course must address outcomes 1 and 2, and at least one outcome under 3. Upon completing a Synthesis course, students will be able to:</p> <ol style="list-style-type: none"> 1. Communicate effectively in both oral and written forms, applying appropriate rhetorical standards (e.g., audience adaptation, language, argument, organization, evidence, etc.). 2. Connect issues in a given field to wider intellectual, community, or societal concerns using perspectives from

Sexual Harassment, Sexual Misconduct, and Interpersonal Violence	<p>George Mason University is committed to providing a learning, living and working environment that is free from discrimination and a campus that is free of sexual misconduct and other acts of interpersonal violence in order to promote community well-being and student success. We encourage students and employees who believe that they have been sexually harassed, sexually assaulted or subjected to sexual or interpersonal misconduct to seek assistance and support. University Policy 1202: Sexual Harassment and Misconduct speaks to the specifics of Mason’s process, the resources, and the options available to students and employees.</p> <p>As a faculty member, I am designated as a “Non-Confidential Employee,” and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, stalking, sexual exploitation, complicity, and retaliation to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-993-3686 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance or support measures from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.</p>
Course Logistics and Expectations	<ul style="list-style-type: none"> • Log-in Frequency: Students must actively check the Course site, their GMU email, and Announcements for communications from the instructor, class discussions, and/or access to course materials at least 2 times per week. • Participation: Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions. • Technical Competence: Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services. • Technical Issues: Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. <u>Late work will not be accepted based on individual technical issues.</u> • Workload: Students are expected to meet specific deadlines and due dates listed in the Course Schedule. It is the student’s responsibility to keep track of the weekly course schedule of topics, readings, activities, and assignments due. • Instructor Support: Students may schedule a one-on-one meeting to discuss course requirements, content, or other course-related issues. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times. • Students should not participate in online class sessions (either by phone or Internet) while operating motor vehicles. As expected in a face-to-face class meeting, online participation requires undivided attention to course content and communication.

Overall Course Grading

Grade Category	% of total grade	Items	Week
Class Participation	5	Attend Class in Weeks 1, 7, 14 and 15	Weeks 1, 7, 14, 15
Internship Documents	10	Submission of Affiliation Agreement, Week 1 DB, Project Description Form, Internship Contact Form	Weeks 1, 4, 15
Internship Weekly Reports	20	Weekly Form documenting hours and reporting of internship activity	Weeks 1-15
Student-Led Evaluations	5	Evaluations: 1. Student Evaluation of Preceptor and Site Experience 2. AUPHA Survey	Week 15
Completion of Peregrine Assessment	5	Successful completion of the Assessment within the 5-day testing window	Week 9
Discussion Board Presentations	20	Week 3: Overview of the Organization and Preceptor Week 6: Overview of your Internship Project Week 10: Interview with Senior Official from the Organization	Weeks 3, 6, 10
Internship Project Executive Summary	10	Written Report	Week 11
In-class Project Presentation	10	Project Presentation	Weeks 14 & 15
Preceptor Evaluation of Student	15	Evaluation	Week 15
Total	100		