HCA - 793 - Internship in Health Care Administration

2 Graduate Course Change 2022-23

I.General Information

The faculty member originating this proposal is to complete sections I and II.

> Before starting this form, please review graduate curriculum website on policies and processes: **https://www.unlv.edu/graduatecollege/curriculum**
>
> Click **"validate and launch proposal" button below.** Once the pop-up window comes up and displays an error message, click on the "show me" button (on the pop-up). This will highlight in red the required fields of this form. Fill in ONLY the red (required) fields.
>
> With all red fields completed, click on the **"validate and launch proposal" button** again to launch the proposal. The pop-up this time should not display an error, and will display instead a **"launch proposal" button**. Click on the **"launch proposal" button** to launch.
>
> **After launch, please fill in all remaining fields in the form to reflect your intended changes.**

Department:*

> Healthcare Administration and Policy

Current Prefix:*

> HCA

Current Number:* 793

Long Course Name:* Internship in Health Care Administration

New Long Course Name (if name change): Internship in Healthcare Administration

Short Course Name 25 chars. limit (leave blank if not changing course name):

Summary of Proposed Changes (please check boxes for each change):*

- ☐ Prefix
- ☐ Course Number
- ☑ Name
- ☑ Description
- ☑ Credits/Grading
- ☐ PreReqs/CoReqs
- ☐ Instructional Mode
- ☐ Cross-listing / Combination
- ☐ Other changes (e.g. Service Learning, Fees, ...)

Describe the changes and the rationale for each change:*

Current Course Name: Internship in Health Care Administration

New Course Name: Internship in Healthcare Administration

Justification: We recently changed our department name to have "Health Care" be one word, "Healthcare", and now we are changing our course names to be in alignment for consistency purposes.

Effective Term and Year:*
Spring 2022

Changing the Catalog Description:

avoid the use of the words *student*, *course*, and *covers*.
incomplete sentences are ok.
avoid repeating the course title.
use of an active voice, e.g. explores, investigates,...
50 words limit.

Catalog Description 50 words limit (read guidelines above):*

Applied work experience in a local health services organization under faculty supervision.

Is this course a culminating experience?*
☐ Yes ☑ No

If Yes, to which programs?

IMPACT REPORT

Run an Impact Report by clicking on "run impact report" at the top of this form.
Copy & Paste the entire impact report into the box below.

Please comment on the results of the impact report in the comments box below.

Impact Report (copy and paste here):*	# Impact Report for HCA 793

Source: 2022-2023 - Working Graduate Catalog	

Prerequisites	HCA 779 - Health Care Administration Capstone Course
Programs	Master of Healthcare Administration
	Master of Public Health

Comments on Impact Report (or add "no impact" if applicable):*	Changing the name of the course does not have any significant change to the curriculum for either of these programs, other than their need to update any references to this class in their program materials.

Program Changes Needed?

If program changes are needed as a result of this course change, a separate program change proposal must be submitted.

Please describe below your plan for program changes related to this proposal.

QUESTIONS? contact gradcurriculum@unlv.edu

Please describe your plan for program changes, if any, as a result of this proposed course change:*	N/A

CROSS-LISTING OR COMBINING COURSES

300- or 400-level courses may be cross-listed with 500-level courses; 400-level courses may also be cross-listed to 600-level courses. Courses that are at the 700 level and above may not be cross-listed with undergraduate courses.

Select one of the options:*	◯ Same As= e.g. Undergraduate: same content and same career (UG/UG). Graduate: Same/similar course content and same career (Grad/Grad)
	◯ Cross-listing= Cross-listed courses contain the same or similar content and may be in different programs (e.g. WMST 621 & SOC 621) or different careers (e.g. BIOL 467 & BIOL 667 or PSC 722 & PHIL 728)
	◉ Not Cross-Listed or Same As

List cross-listing courses (or type	None

"none"):*

CROSS-LISTING RATIONALE

Please answer the following questions in the "rationale" field below:

What aspect of graduate preparation is met via this course that goes beyond the undergraduate program?

What common aspects are offered in the cross-listings and what grad level pieces are not?

What would be beneficial in offering the cross-listed courses from a graduate education perspective?

Cross-listing or
Combining
Rationale:

Service Learning Designation

Are you adding a
Service-Learning
designation to this
course?* ○ Yes ⦿ No

If the Service-Learning designation is being added to this course:

An accessible syllabus in Word or PDF format must accompany this form.

Graduate syllabi must meet the minimum criteria as required by the Provost's office (See Semester Memo under Executive Vice President and Provost Policies and Forms https://www.unlv.edu/policies/current-policies). Graduate courses that are linked to undergraduate courses (300/500 and 400/600 level joint courses) must clearly state in the syllabus how the class experience and expectations are different for graduate students, what additional requirements students enrolled in the graduate level course must fulfill, and how the grading scale will be applied to graduate students.

Please attach a current accessible syllabus by navigating to the "attach a file" icon at the right of this form.

Information about Service-Learning is available here. Faculty can visit the faculty Service-Learning page as well as the *UNLV Guide for Service Learning* for additional information.

If adding Service-
Learning
designation, an
accessible syllabus
is attached: ☐ Attached

II. Course Change Information

Prefix and Number Change

Current Prefix and/or Number:	

New Prefix and/or Number:	

Credit change

Fixed/Variable Credits:	⦿ Fixed ◯ Variable

If fixed, enter number of credits. If variable, enter minimum and maximum credits (E.g., 1-3).

Number of Credits:	3

Course Repeatability

Can students repeat this course?	⦿ Yes ◯ No

	If yes, insert maximum credits students can earn (blank=unlimited):	6

Grading Change

Grading System:	⦿ Letter Grade
	◯ S/U
	◯ S/F (will count towards GPA)
	◯ S/X/F for Thesis/Dissertation

Does this course have any non-credit components?	⦿ Yes ◯ No

If yes, indicate component(s):	☐ Clinical
	☐ Discussion
	☐ Field Studies
	☐ Independent Study
	☑ Internship
	☐ Laboratory
	☐ Lecture
	☐ Practicum
	☐ Research
	☐ Seminar
	☐ Supervision
	☐ Thesis Research
	☐ Dissertation Research

Requisite Change (if any)

Graduate standing is the default prerequisite for all graduate-level courses.

Prerequisites:	Consent of Instructor.

Corequisites - course(s) that must be taken concurrently:	

Is this course change connected to differential fees? *	☐ Yes ☑ No

If yes, explain:	

Indicate the instructional modes that should be available for scheduling:	☑ In Person Supplemental Web ☐ Field Study ☑ Hybrid ☐ Independent Study ☑ Web-based ☐ Web-based w/ on/off campus meeting ☐ Other

If other instructional mode, please describe and explain:	

"Notes" information

Previous catalogs offered a field called "notes" with some course information. This "notes" section is being eliminated. Any information in that section will not be displayed in future catalogs.

Notes:	May be repeated to a maximum of six credits.

Acknowledgement: *	☑ I acknowledge that notes will not appear in the new catalog

III. Evaluation of Library Resources

Indicate library resources that will be needed as a result of changes to this course (if applicable).

Will this course change require changes to library resources? *	○ Yes ⦿ No

Core Journals:	

Core Books:	

Electronic Resources:	

This section is completed by the librarian

Level of support the Library can provide:	

Library Comments:	

READY TO SUBMIT?

After making all your intended changes, please follow these steps:

1. **Finish the launch of your proposal by clicking the decisions icon** ✓ **located to the right of the form. This will display a new decision/approval field on the top right.**

2. **Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.**

3. **Please note that it is your responsibility as the proposer to see that the proposal is reviewed and receives all necessary approvals. Please be encouraged to reach out to reviewers on each step, if necessary.**

4. **You can check the status of the proposal by clicking on the workflow status icon** ☰ **to verify that the proposal has gone to the next step.**

   The workflow status icon ☰ **will also show you the current step of the proposal at any given time, and who are the reviewers at that step.**

QUESTIONS? contact gradcurriculum@unlv.edu

IV. Department Vote Information

Note: This section is to be filled out by the Department Chair on behalf of the department committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify gradcurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.

2. Fill in vote information in the fields below, along with the approval.

3. Then approve/reject by clicking the decisions icon **located to the right of the form. This will display a new decision/approval field on the top right. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.**

The workflow status icon **will also show you the current step of the proposal at any given time, and who are the reviewers at that step.**

If there were any modifications to the proposal, please enter them in the comments box below:

Comments:	

Date faculty voted on proposal:	03/09/2021

Result of vote (Number of yes/no/abstention votes):	10/0/0

Manner of vote (online, in-person, etc.):	Live Remote

V. College Vote Information

Note: This section is to be filled out by the Academic Associate Dean on behalf of the college/school committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify gradcurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.

2. Fill in vote information in the fields below, along with the approval.

3. Then approve/reject by clicking the decisions icon ✓ **located to the right of the form. This will display a new decision/approval field on the top right. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.**

The workflow status icon ☰ **will also show you the current step of the proposal at any given time, and who are the reviewers at that step.**

Date faculty voted on proposal:	10/21/2021

Result of vote (Number of yes/no/abstention votes):	4/0/0

Manner of vote (online, in-person, etc.):	Live Remote

VI. Graduate College and Registrar Use Only

PS Processing Notes:	

PS Processing Date:		**Initials:**

Acalog Processing Notes:	

Acalog Processing Date:		**Initials:**

Comments for HCA - 793 - Internship in Health Care Administration

Curriculog   11/18/2021 10:07 am **Reply**

Graduate Curriculum has approved this proposal on Grad Curriculum Implementation / Follow Up.

Curriculog   11/18/2021 9:32 am **Reply**

Emily Lin has approved this proposal on Graduate College Dean.

Curriculog   11/17/2021 1:52 pm **Reply**

Graduate Curriculum has approved this proposal on Graduate Course Review Committee.

Curriculog   11/17/2021 11:39 am **Reply**

James Navalta has approved this proposal on behalf of Graduate Course Review Committee. See **Graduate Course Review Committee 11-10-2021** for more information.

Curriculog   11/2/2021 10:21 am **Reply**

Jay Shen has approved this proposal on School/College Associate Dean/ Dean.

Curriculog   10/24/2021 11:21 am **Reply**

Neeraj Bhandari has approved this proposal on School/College Committee.

Curriculog   9/24/2021 1:27 pm **Reply**

HCA Chair has approved this proposal on Department Chair.

Curriculog   9/20/2021 10:50 am **Reply**

Health Care Admin Graduate Coordinator has approved this proposal on Graduate Coordinator.

Curriculog   9/20/2021 9:30 am **Reply**

Graduate Curriculum has approved this proposal on Technical Review.

Health Care Admin Graduate Coordinator   9/20/2021 8:47 am **Reply**

Course edits are fine.

Curriculog

9/20/2021 8:47 am **Reply**

Health Care Admin Graduate Coordinator has approved this proposal on Originator.

Graduate Curriculum

9/15/2021 1:33 pm **Reply**

"- Please review suggestive revised description. If satisfactory, no action needs to be taken, simply approve the proposal once again. Otherwise please re-edit and approve with comments.

Questions? please contact gradcurriculum@unlv.edu"

Curriculog

9/15/2021 1:33 pm **Reply**

Graduate Curriculum has rejected this proposal on Technical Review.

Curriculog

9/14/2021 9:03 am **Reply**

Health Care Admin Graduate Coordinator has approved this proposal on Originator.

Curriculog

9/14/2021 9:02 am **Reply**

Health Care Admin Graduate Coordinator has launched this proposal.

Curriculog

9/13/2021 10:00 am **Reply**

Health Care Admin Graduate Coordinator imported from the map 2022-2023 - Working Graduate Catalog into the following proposal fields: I.General Information: Current Prefix:, I.General Information: Current Number:, I.General Information: Long Course Name:, II. Course Change Information: Prerequisites:, II. Course Change Information: Corequisites - course(s) that must be taken concurrently:, II. Course Change Information: Notes:.