

UNIVERSITY OF
LOUISVILLE

SCHOOL OF PUBLIC HEALTH
& INFORMATION SCIENCES



School of Public Health and Information Sciences (SPHIS)

Department of Health Management and Systems Sciences (HMSS)

Master of Science in Health Administration (MSHA)

Student Handbook

2018

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I. INFORMATION FROM THE DEPARTMENT OF HEALTH MANAGEMENT & SYSTEMS SCIENCES

School of Public Health Mission and Vision

The name of our school is a clear indicator that we are a **distinctive school of public health**. Public health is more than restaurant inspections, flu shots and managing health departments. It is identifying emerging health threats and risks, monitoring health factors and status, understanding how people seek and respond to health information and preparing responses to events that can affect the public's health.

While we embrace the traditional tasks and roles of public health specialists, we recognize that protecting the public's health today requires much more. It requires a new approach that integrates how information about the public's health is acquired, evaluated, acted on and disseminated, and how these affect the public and its health. It requires preparing our students for careers in the 21st century by using 21st century knowledge and techniques.

Mission Statement

We advance knowledge for the public's health in the increasingly complex and interconnected world of the 21st century. We accomplish this through activities in the three cornerstone areas for advancing knowledge:

- **Research.** We create knowledge by seeking new discoveries and understanding through scientific exploration. We communicate our findings.
- **Teaching.** We share knowledge with students committed to and prepared for learning in a facilitated environment. Our learners are our students, our faculty, and our staff. We commit to preparing our learners for success.
- **Service.** We apply knowledge through quality services to the communities of which we are a part – the University, Louisville Metro,

Kentucky, the United States, and their respective environs.

In fulfilling our mission:

- **We nurture** an academic setting that fosters ethics, respect, diversity, cooperation, learning, and fun.
- **We strive** to improve our approach and performance through a program of active feedback and deliberate change.
- **We embrace** innovative ideas for advancing knowledge.
- **We investigate** new techniques and technologies for doing research, teaching, and service.
- **We think** globally and act locally.
- **We collaborate** with any who will join us in working for the public's health.
- **We recognize** that public health starts with the individual.
- **We advocate** for the public's health.

Vision Statement

We will be an internationally recognized center of excellence for the creation, sharing, and application of knowledge for the public's health.

In achieving our vision:

- We will extend the domain of public health to include all factors in the public's health.
- We will pursue health information sciences as an inseparable aspect of public health.
- We will work for close integration of individual health, healthcare, and public health.

The School of Public Health & Information Sciences (SPHIS) eCatalog

The SPHIS eCatalog is the official bulletin and catalog for University of Louisville SPHIS students.

<https://sharepoint.louisville.edu/sites/sphis/do/aa/catalog/eCatlib/Intro%20v1.aspx>

SPHIS Policy on Academic Dishonest (link)

Students are required to comply with the academic honesty policies of the University and School of Public Health and Information Sciences. These policies prohibit plagiarism, cheating, and other violations of academic honesty. More information is located at [SPHIS Student Academic Policies](#).

According to the Graduate Catalog, "Academic Dishonesty: Plagiarism, cheating and other forms of academic dishonesty are serious violations of academic conduct and may result in permanent dismissal. Students are expected to be familiar with the various forms of academic dishonesty as explained in the [Code of Student Rights and Responsibilities](#). "A plea of ignorance is not a defense against the charge of academic dishonesty." In addition, students are expected to abide by the [Code of Student Conduct](#).

II. INFORMATION FROM THE DEPARTMENT OF HEALTH MANAGEMENT & SYSTEMS SCIENCES

About Our Department

The Department of Health Management and Systems Sciences was created to improve the health of the people of the Commonwealth of Kentucky and beyond by developing innovative healthcare leaders and partnering with the community. Our primary aims are to develop, disseminate, and apply evidence-based knowledge about health policymaking, systems design, and quality healthcare delivery.

The department's vision is to house academic programs that are nationally and internationally recognized as making an impact on health policy and population health. This is accomplished through research productivity, the quality of our education and professional development programs, the dissemination of evidence-based knowledge, and community service.

This requires innovative leaders, community and industry partners, a nurturing academic setting, and embracing innovative ideas for advancing knowledge.

In the department, a dynamic, collaborative and transdisciplinary learning style is emphasized, involving simultaneous teaching and learning issues and challenges in the health sector. Emphasis is on systems, public policies, and processes for understanding and managing health systems and networks.

Students learn cutting edge knowledge in subject areas including people and organizational issues, health services research, properties and behaviors, health law and ethics, health regulations and policies, health economics, organization management, health information and information technology management, health services management, community management, and collaborative communities' management.

Students will emerge better prepared to navigate the complexity of 21st century health administration and management and make a measurable contribution to improving the health of the public.

The department offers Master of Public Health (MPH) concentration in Health Policy, Master of Science in Health Administration, Master of Science in Health Data Analytics, and a PhD in Public Health Sciences Specialization in Health Management and Policy. These programs are designed to accommodate working professionals, with courses scheduled after 4 PM.

Department of Health Management & Systems Sciences Mission, Vision, and Values

Mission Statement

To improve the health of the people of the Commonwealth of Kentucky and beyond by developing innovative healthcare leaders and partnering with the community to develop, disseminate, and apply evidence-based knowledge about health policy-making, systems design, and quality healthcare delivery.

Vision Statement

We aspire to have academic programs that are nationally and internationally recognized as making an impact on health policy and population health. We will

accomplish this through our research productivity, the quality of our education and professional development programs, the dissemination of evidence-based knowledge, and community service.

Values

Our values reflect those of the School of Public Health & Information Sciences:

- We nurture an academic setting that fosters ethics, respect, diversity, cooperation, learning, and fun.
- We strive to improve our approach and performance through a program of active feedback and deliberate change.
- We embrace innovative ideas for advancing knowledge.
- We investigate new techniques and technologies for doing research, teaching, and service.
- We think globally and act locally.
- We collaborate with any who will join us in working for population health.
- We recognize that population health starts with the individual.
- We advocate for population health.

Goal 1

Develop the next generation of healthcare leaders: Whether at the Masters or Doctoral level, we want our graduates to be acknowledged as leading the transformation of our healthcare system. We will provide a curriculum that teaches our students leadership skills and we will track their performance post-graduation within their jobs. We will engage our alumni and use their feedback to improve the leadership skills within our Programs.

The National Center for Healthcare Leadership, Health Policy, and the AHRQ PhD competencies will be the driving forces behind the leadership development in HMSS. In addition, stakeholder advisory boards will assist with this process.

Goal 2

Conduct high quality research that is used to solve complex policy and delivery challenges: Our faculty will be engaged at the local, state, national, and

international levels in developing innovative research projects that will impact health policy and healthcare delivery. We expect to publish in high quality journals, present findings at the most impactful professional meetings, and to have our research disseminated to the community to enable positive change in access, healthcare quality, and costs.

The Commonwealth Institute of Kentucky and the NSF Center for Health Organization Transformation (CHOT) and partnerships with other UofL research institutes and centers will be primary conduits for this activity.

Goal 3

Educate population health, health management, and public health practice professionals: We will use evidence-based pedagogical techniques to drive curriculum development. All of our Programs will seek the appropriate accreditations for our field and will use this process as a continuous quality check of our processes. The Programs will use input from current students, alumni, employers, and stakeholders to improve the skill sets and competencies that our students are taught in the Programs.

Our MPH concentration in Health Policy, Master of Science in Health Administration, Executive Master of Science in Health Administration, Master of Science in Health Data Analytics, and PhD in Public Health Sciences Specialization in Health Management and Policy concentration curriculum will be the primary areas where this area will be executed.

Goal 4

Partnering with the community to disseminate and apply new knowledge: We will work with the community to determine where we can have the most impact, develop research projects that can solve real-time problems, and disseminate these findings so that population health can be improved.

The Commonwealth Institute of Kentucky and the NSF Center for Health Organization Transformation (CHOT) and partnerships with other UofL research institutes and centers will be primary conduits for this activity. Faculty service activities within the community will also assist with this process.

**Department of Health Management & Systems
Sciences Web Page**

<http://louisville.edu/sphis/departments/health-management-systems-sciences>

Social Media

Facebook:



LinkedIn:



Contacting Faculty and Staff

1. Telephone Messages: You may leave a message for a faculty or staff member with the Department of Health Management and Systems Sciences Program Coordinator Senior, Darla Dale Samuelsen (502-852-2797) or you may leave a voice mail message with individual faculty/staff members at their respective phone extensions.
2. E-Mail: All faculty and staff have e-mail accounts and you may communicate with them via e-mail.
3. Faculty-Staff Mailboxes: Written messages or materials for faculty/staff may be given to the Program Coordinator, Darla Dale Samuelsen who will place the items in the appropriate mailbox.

Faculty & Staff

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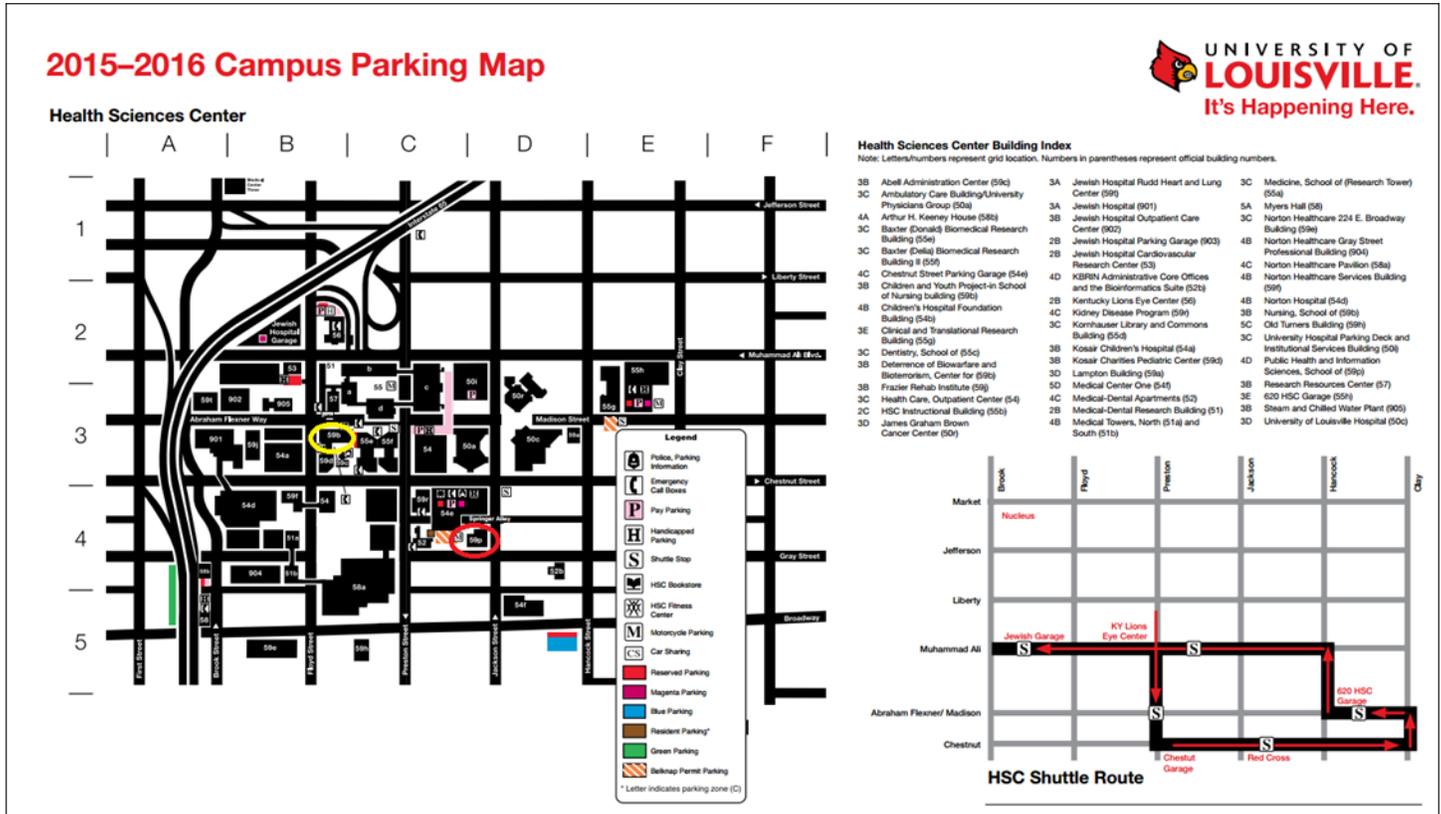
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III. INFORMATION FROM THE UNIVERSITY OF LOUISVILLE

Map of Health Sciences Campus



Campus Parking Map

Student Handbook

Dean of Students, 502-852-5787

This handbook has been established to provide easy access to many of the campus policies that affect students and other members of our campus community. It includes important information on a variety of topics, including behavioral expectations, campus policies and services, facility usage, emergency guidelines, and student assistance programs. Please contact the Dean of Students Office if you need additional information about any of the policies or procedures included in this handbook.

<http://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook>

University Holidays and Academic Calendars

The University of Louisville maintains several types of calendars and schedules. The [Academic Calendars](#) cover the academic year and include calendars for undergraduate students, graduate students, professional programs, registration schedules, and final exam schedules. [University Holidays](#) lists the dates university offices are closed. There are two Calendars of Events, the [University Event Calendar](#) and the [HSC-Only Event Calendar](#). Both calendars feature events happening on each campus for students, faculty, and the community.

Policy on Work-Restricted Religious Holidays

Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' requests for adjustments in course work on the grounds of religious observance, provided that the students make such requests in writing during the first two weeks of term. The Department of Health Management & Systems Sciences Chair must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines. Note: A calendar of typical work-restricted holidays is available online, please refer to the Academic Calendar webpage. This list is not exhaustive. Information about specific holidays is also available by phone from the University Cultural Center at 502-852-6656.

Delayed Class Schedule for Bad Weather

Regular University classes follow the Delayed Class Schedule for Bad Weather, which is printed in the Schedule of Courses. Weekend classes may be canceled for bad weather. There is no delayed schedule for weekend classes. Faculty will make special arrangements to make up classes because of the cancellation.

UofL will provide official information on deviations from normal schedules via:

- A notice on the [university home page](#) and on the [UofL Today site](#)
- Text messages sent to students, faculty and staff who sign up for UofL Alerts. [Sign up for alerts today.](#)
- Alert messages sent to all dorm and office VoIP phones
- E-mails sent to students and employees on their university email accounts
- A recorded message at 502-852-5555

Cardinal Card Student ID**502-852-7520**

New students receive a card during orientation. They should take their student ID number and a photo ID to the main office in Room LL05 of the Houchens Building

(on the Belknap Campus) or to the HSC satellite office at the Chestnut Street Parking Garage, 414 E. Chestnut St. Office hours are 8:30 a.m. to 5 p.m. weekdays at the main office and Tuesdays from 9:30 a.m. to 11:30 a.m. at HSC.

Registrar's Office**Houchens, 502-852-6522**

The Registrar's Office at the University of Louisville provides students, faculty, staff, alumni and other members of the University community with an accurate and timely academic history of those individuals who have pursued their education at this institution, while maintaining the privacy and security of this information. Registrar's Office provides a student registration process, accurate and timely schedules of courses and University [course catalogs](#), and efficient transcript and enrollment/degree certification services, grade collection and reporting, and posting of degrees.

Drop/Add Procedures

Students wishing to alter their schedule of courses in any way must make the changes with the University's Office of Registration. Failure to officially withdraw from a course may result in a grade of F. Students may drop/add at any time during the Early Registration period after their first scheduled time for registration. The touch-tone and ULink systems may be used for drop/add. See the [Schedule of Courses](#) for current instructions for Drop/Add after classes begin. Students may not withdraw from any course after the published deadline in the Schedule of Courses without the approval of their assigned advisor and Graduate School Dean. The grade report will reflect a grade of "W". Assistantship students are required to be enrolled full-time (nine hours in both the fall and spring semesters and six hours in the summer) in order to maintain those assistantships. Any student who drops below a full-time course load will have their assistantship pay suspended.

Official and Unofficial Transcripts/Records Verification

Students may request official transcripts online through the University Registrar's Office. Students may also now print unofficial transcripts online. Official transcript requests usually take 3-5 business days to be processed and mailed. Students may also request transcripts by

going directly to the Registrar's Office on Belknap campus. Students may be required to provide proof of good standing for scholarship applications, insurance forms, or to enroll at another school as a visiting student. When these situations occur, students should plan ahead and allow at least 24 hours for request of this nature to be processed. "While you wait service" is not available.

FERPA

The Family Educational Rights and Privacy Act of 1974 (often referred to as FERPA, or the Buckley Amendment) requires that students have the right to inspect and review most education records maintained about them by the University of Louisville, and, in many cases, decide whether or not a third party may obtain information from them. No one will have access to a student's education records, nor will their contents be disclosed, without the written consent of the student, except as provided by the Act.

For more information visit -

<http://louisville.edu/compliance/ico/directory/privacy-ferpa>

To avoid violations of FERPA rules:

DO NOT post students' grades in any form or listing in public. Use Blackboard to post student grades.

DO NOT ever link the name of a student with that student's social security number or student identification number in any public manner.

DO NOT leave graded tests in public for students to pick up.

DO NOT circulate a printed class list with the student name and social security number or student identification number as an attendance roster.

DO NOT discuss the progress of any student with anyone other than the student (including parents).

DO NOT provide anyone with lists of students enrolled in your classes for any commercial purpose.

DO NOT provide anyone with student schedules or assist anyone in finding a student on campus. Inquiries should be directed to the Registrar's Office (502)-852-6522 or after business hours to Public Safety (502)-852-6111.

Address/Name Changes

It is the student's responsibility to notify the University of Louisville of any changes in name and/or address. Address, name, and phone number changes can be made by visiting ULink. If you fail to notify the school of your address change, the Department is not responsible for problems that may arise if information we distribute by mail is not received by you.

ulink.louisville.edu

The School of Interdisciplinary and Graduate Studies (SIGS)

Houchens Bldg., 502-852-6495

The School of Interdisciplinary and Graduate Studies, the Graduate School at the University of Louisville, coordinates the admission process for all graduate programs at UofL with the exception of professional degree programs, along with many other responsibilities.

- SIGS promotes professional and academic development through PLAN (Professional development, Life skills, Academic development, and Networking) which offers free graduate workshops on a variety of topics such as maintaining a healthy lifestyle, professional planning, and furthering teaching skills.
- SIGS is responsible for planning the doctoral hooding and graduation ceremony held each December and May.
- SIGS notifies students of all Thesis and Dissertation guidelines and deadlines. SIGS also reviews all Theses and Dissertations to make sure all adhere to guidelines.
- SIGS holds an annual orientation for all incoming graduate students and for new Graduate Teaching Assistants to provide information on University policies and programs.
- SIGS offers competitive fellowships and scholarships to qualified graduate students.
- SIGS works closely with the Graduate Council, the Graduate Student Council, and Directors of Graduate Studies in developing and maintaining graduate education policies.
- SIGS hosts an annual Visitation Day for qualified prospective students.
- SIGS organizes free GRE workshops for graduate students twice a semester.

- SIGS manages the Graduate Teaching Academy which is designed to assist Graduate Teaching Assistants (GTAs) to develop knowledge, skills, and excellence in classroom teaching.
- SIGS runs an ambassador program where selected graduate students serve as a representative of SIGS informing prospective and new students about life as a graduate student at UofL.
- SIGS is the enrollment unit for students in Interdisciplinary Studies graduate programs.
- SIGS coordinates the annual awarding of the outstanding mentor award for both masters and doctoral students.
- SIGS recognizes outstanding graduate students with both the monthly student spotlight and annual special awards bestowed at commencement.

Hours of operation are 8:00 a.m. to 4:30 p.m. Monday through Friday. For more information on the School of Interdisciplinary and Graduate Studies, visit:

<http://louisville.edu/graduate>.
[Graduate Catalog](#)

International Students and Scholar Services 502-852-6602

International student services and programs are organized and administered by the Office of International Student and Scholar Services (ISSS), which is located on the second level of the International Center in Brodschi Hall. The office functions as an administrative, advising, and programming unit for all international students and scholars at the University of Louisville. The staff is trained to assist international students and scholars with any immigration, advising, or general issues related to their university as well as cultural experiences within the city of Louisville and the United States.

The ISSS's main administrative responsibility consists of processing all United States Citizenship and Immigration Services (USCIS) documents for over 700 international students and 200 scholars at the university for the purpose of admission, travel, employment, extension of stay, or change of status. Click here to see the countries represented at the University of Louisville.

Additionally, the office serves as an advising and counseling resource to international students and scholars. It encourages students experiencing problems with language, health, finances, personal relationships, adjustment, homesickness, coursework, careers, etc. to come to the office for assistance. It also encourages international students to utilize other student services on campus and participate in on-campus and off-campus activities such as the American International Relations Club, Cultural Center activities, and numerous student organizations.

The ISSS office coordinates many programming opportunities for international students and scholars that include new international student orientations each semester, Optional Practical Training (OPT) workshops, H1B and LPR workshops, monthly International Meet and Greet Luncheons, the annual International Banquet, International Education Week activities, advising for the American International Relations Club, and numerous other events.

University of Louisville
International Center
Brodschi Hall

Louisville, Kentucky 40292

Hours of Operation: M-F 8:30 a.m. to 4:30 p.m.

Email: intcent@louisville.edu

Website: <http://louisville.edu/internationalcenter/iss>

Office of Diversity & International Affairs 502-852-5719

Diversity is about each of our human characteristics that are unique to us, unique to the communities in which we belong, and how those varying characteristics impact how we move through the world. At the University of Louisville, we celebrate and honor these differences. It's important to note that diversity also includes those "invisible" attributes that you can't readily see including work experience, marital status, educational background, parental status, income, religious beliefs and affiliations, geographic location, socioeconomic status, etc. No one person's personal diversity is alike and it's for that reason that we recognize, embrace and value those differences. The University of Louisville, led by the Office of the Vice Provost for Diversity & International Affairs, seeks to reaffirm that every student, visitor, faculty, staff, and administrator, belongs here. No matter what your

affiliation or role is, at the Belknap, Health Sciences, or Shelby campus...You Belong!

University of Louisville
Grawemeyer Hall
2nd Floor
Louisville, KY 40292
Hours of Operation: 8:30 AM – 5:00 PM
Email: diversity@louisville.edu
[Resources for Students](#)

**Disability Resource Center
Stevenson Hall, 502-852-6938**

The Disability Resource Center fosters an inclusive campus climate through education, service, collaboration, and outreach to the University of Louisville community. We provide support for students with documented disabilities by promoting equal access to all programs and services. Students with disabilities, who need reasonable modifications to successfully complete assignments and otherwise satisfy course requirements, are encouraged to meet with the instructor as early as possible to identify and plan specific accommodations. Students may be asked to supply a letter from the Disability Resource Center or other documentation, which will assist in modification planning.

<http://louisville.edu/disability/students>

**Financial Aid
Financial Aid Office, Houchens, 502-852-5511**

For detailed instructions on applying for aid at the University of Louisville, be sure to view [Financial Aid: Start-to-Finish](#) to help you navigate the financial aid process. Students can verify the status of financial aid forms, awards and electronically transferred funds online through ULink.

Email: finaid@louisville.edu
Fax: 502-852-0182
Student Financial Aid Office
University of Louisville
Louisville, KY 40292
FAFSA School Code: 001999
[Financial Aid Office](#)

**Scholarships
502-852-2797**

See Program Coordinator Senior for a list of potential scholarships. Students can also visit the School of Interdisciplinary and Graduate Studies website for available scholarships.

**Tuition Payment
Bursar's Office, Houchens, 502-852-6503**

[Information on tuition rates](#) and payment options is available at the Bursar's office website.

Graduate

	Per Hour	Full- Time (9 or more credit hours per Semester)
Resident	\$705.00	\$6,342.00
Non-Resident	\$1,470.00	\$13,227.00

**Housing
502-852-2797**

See Program Coordinator Senior for more information.

**Postal Services - Mail Services
502-852-5339**

A postal office is located on the ground level of the HSC Library & Commons Bldg. Hours of operation are 8:00 a.m.-4:30 p.m., Monday through Friday. Retail Sales Counter hours are 9:00 a.m.-11:00 a.m. and 12:00 p.m.-3:00 p.m., Monday through Friday.

<http://louisville.edu/mail>

**University Parking and Transportation Services
502-852-5111**

There are a number of Cardinal Shuttles that travel around Louisville and from campus to campus to provide shuttle services to all of the students here at university.

[Belknap-HSC Shuttle](#): TARC **Route 18** provides frequent shuttle service between UofL's two main campuses with just 10-15 minutes between buses! **Route 18** also provides direct, frequent service to both UofL campuses from Shively, Valley Station, Dixie Hwy, and Okolona/Preston Hwy.

[Belknap Shuttle Service \(#94 Cardinal Shuttle\)](#): The #94 CARDINAL SHUTTLE service provided by TARC and

University Parking and Transportation provides service during the following hours of the Spring and Fall semesters:

Monday - Friday

Begins at 6:40am at Cardinal Stadium and operates approximately every 6-9 minutes with the last trip leaving the SAC at 9:30 p.m. (7:30 p.m. Fridays)

[Belknap East-West Night Campus Shuttle \(TARC Route 90\)](#): The East-West Night Campus Shuttle operates Monday through Friday from 5 p.m. to 12:50 a.m. with shuttles every 30 minutes. The Route 90 shuttle service circulates continuously around the periphery of Belknap campus to connect affiliated housing locations to campus and each other. Stops include Station House Apartments at 6th and Hill, The Bellamy and The Province on Shipp Ave., Scholar House on W Lee St., Cardinal Towne, the SAC, The Clubhouse on Crittenden, the Ville Grille, Ekstrom Library, and The Arch on 4th Street. Along the way, riders can transfer to other TARC routes (2, 4, 6, 18, 27, 29, 63 & 94), all free with UofL ID.

[HSC Campus Shuttle](#): Provides circulating shuttle service to the HSC community in a figure 8 from the 620 HSC Garage to Nucleus (Brook & Market) Monday-Friday from 6 a.m. until 10 p.m. HSC is also served Monday-Saturday by **[TARC Route 52 - Medical Center Circulator](#)**.

Please visit the University Parking and Transportation Services **[website](#)** for up to date permit prices, parking regulations, and maps. Visit the **[TARC website](#)** for more information on routes throughout the city of Louisville.

Department of Public Safety Escort Service
Department of Public Safety, 502-852-6111

The DPS provides an on-campus escort service, free of charge, seven days a week from dusk to dawn. Call DPS for an escort.

<http://louisville.edu/police/services>

University of Louisville Police Department

Operating Hours:

24 hours a day / 7 days a week

Belknap Campus
Floyd Street Parking
Garage
2126 South Floyd Street
Suite 100
Phone: 502-852-6111
Fax: 502-852-7719

Health Sciences Center
Abell Building
Suite 120
Phone: 502-852-2402
Fax: 502-852-7662

No Smoking Policy

The Health Sciences Center campus has been designated as smoke-free. Smoking is not allowed in any office, classroom, or laboratory site on the Health Sciences Center campus. Smoking is no longer allowed on the Health Sciences Campus, including outdoor areas.

<http://louisville.edu/smokefree/>

Drug & Alcohol Policy

Human Resources, 502-852-6258

As a condition of employment or enrollment, the university requires that students, faculty and staff adhere to a strict policy regarding the use and possession of drugs and alcohol. Under university regulations, federal law, state law, and, in some instances, local ordinance, students, faculty and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on university property, on university business and/or at university sponsored activities. Under this policy, students, faculty and staff are required to abide by state laws concerning alcoholic beverages.

[The University of Louisville Policy Statement as a Drug-Free Institution](#)

Health Insurance – Insurance Advocate
502-852-6519

Student insurance plans include in-patient and outpatient care and spouse and dependent coverage. It is available for students who have no insurance or those who already have hospitalization coverage.

Appointments are available for personal consultations.

Contact Carol Kloenne by e-mailing

stuins@louisville.edu. Please provide your name, Student ID, question/problem and she will respond within 48 hours.

<http://louisville.edu/campushealth/information/insurance>

Health Promotion Wellbeing Central

Student Activities Center (Belknap), 502-852-5429

The health promotion program offers a variety of programs and services to the student population including cooking classes, yoga, exercise, U-Fit and chair massages. Students learn wellness techniques that will last a lifetime. Office hours are Monday through Friday 9:00 a.m. to 5:00 p.m.

<http://louisville.edu/healthpromotion>

Campus Health Services

Belknap Campus, Health Services Building (Cardinal Station), 502-852-6479

HSC, UofL Outpatient Center, 502-852-6446

The Cardinal Station and Health Sciences Center offices provide basic primary care services including for medical problems, physical exams, immunizations, allergy shots, travel medicine, flu shots, sexual health and contraception and many other services to students. To schedule an appointment, please call the number above or visit the website through the link below.

<http://louisville.edu/campushealth>

Cardinal Station

215 Central Avenue - Suite 110
Louisville, KY 40208

Monday, Tuesday, Wednesday & Friday
8:30 a.m. to 4:30 p.m. Thursday 9:30 a.m. to 4:30 p.m.

UofL Outpatient Center

401 East Chestnut Street, Suite 110
Louisville, KY 40202

Monday, Tuesday, Wednesday & Friday
8:30 a.m. to 4:30 p.m.
Thursday: 10:00 a.m. to 4:30 p.m.

HSC Counseling Services

A Building; Suite 210, 502- 852-5192

Our goal is to provide comprehensive counseling and mental health services to Health Sciences Center students. HSC counseling services are offered to students in the following schools and programs:

- School of Medicine
- School of Dentistry

- School of Nursing
- School of Public Health and Informational Sciences
- Resident Physicians and Dental Fellows

Counseling and mental health services are provided for a variety of problems and circumstances including (but not limited to) abrupt life changes, depression, anxiety, academic difficulties, substance abuse, relationship issues, financial stressors, and adjusting to recent trauma or accidents. To address these issues, the following services are offered at the HSC Counseling Services location:

- Urgent Crisis Intervention
- Individual Counseling and Support
- Education Skills Training
- Pharmacotherapy referral to Campus Health
- Consultation

Appointments for services are offered Monday through Friday, 8:30 a.m. to 4:30 p.m. Services include initial assessment and follow-up in addition to regular session. Referrals are made to outside sources when appropriate and can be made by self, family, friend, classmates or faculty.

911 Emergency Health Services

A student health services practitioner is on call after hours to answer questions via telephone that cannot wait until the next business day. If an emergency takes place on campus, call 911 or the campus police at 502-852-6111. During office hours, health services can take care of minor on-campus emergencies if the patient can come to the office. When a person needs medical attention after office hours, they should go to an immediate care center that is approved by their insurance carrier or to an emergency room

University of Louisville Bookstores

[HSC Bookstore](#), 502-852-5284

[UofL Bookstore \(Belknap\)](#), 502-852-6679

The official UofL Bookstore takes pride in offering superior services to the students, faculty and staff of the University of Louisville. With two locations, one on the Belknap Campus and the other on the Health Sciences Campus, the Bookstore is a convenient place to get all textbooks, trade books, and school supplies.

The Health Sciences Center Bookstore, located on the first floor of the K Wing Bldg. (Floyd Street Side), carries textbooks and supplies for courses taught on the HSC campus. Textbooks, lab coats, pens, binders and other supplies are available for purchase. Novelty items, sweatshirts, mugs, bumper stickers, greeting cards, candy and other items are also available. Hours of operation are:

HSC
9AM – 5PM Monday-Friday
9AM – 2PM Saturday
Belknap
9AM – 5PM Monday-Friday
10AM – 2PM Saturday

[Gray's College Bookstore](#), located on Belknap campus at 1915 South Fourth St., also carries textbooks and supplies.

Libraries

[Kornhauser Library](#), 502-852-5771

[Ekstrom Library \(Belknap\)](#), 502-852-6757

The Kornhauser Library, located on the second floor of the Library & Commons Building, is the main library for the HSC campus. Books related to the health sciences, professional journals and periodicals, and other publications are available to students. Ekstrom Library, located on Belknap campus, is the main branch of the University of Louisville Libraries system which contains collections in the humanities, sciences, and social sciences. Hours of operation are:

Kornhauser Library
7AM - 11PM Monday-Thursday
7AM - 9PM Friday
9AM - 9PM Saturday
9PM – 11PM Sunday

Ekstrom Library
7:30 AM – 2 PM Monday-Thursday
7:30 AM – 6 PM Friday
9 AM – 5 PM Saturday
12 PM – 2 AM Sunday

HelpDesk

502-852-7997

The HelpDesk provides support to the entire University of Louisville community: faculty, staff and students. If you need assistance with accessing your university accounts such as ULink and Blackboard, unlocking your password, accessing wireless, computer repairs, or more, please create an incident in [ServiceNow](#) or use [LiveChat](#).

HelpDesk Hours

Monday thru Thursday: 6am – 10 pm
Friday: 6am – 5 pm
Saturday: 7am – 5 pm
Sunday: 10 am – 10 pm
University Holidays: 7 am – 5 pm
Thanksgiving Day: Closed
Christmas Day: Closed

If you have an emergency during off hours, call the HelpDesk to be transferred to an on-call technician, or leave your request on voice mail. Your call will be returned the next day starting at 7 A.M. unless you specify a time.

IV. School of Public Health, Student Government

Student Government Association

The purpose of the School of Public Health and Information Sciences Student Association” or “SPHIS Student Association” is to empower the students of SPHIS to make group decisions, take group actions, and participate in governance of SPHIS through an organization that is operated entirely by and for the students of SPHIS.

The intent of the Association is to become a Registered Student Organization in the University of Louisville.

A member of the Association is any student currently enrolled in a degree program in SPHIS, whether full-time or part-time. For a student to be considered currently enrolled, the student must be enrolled in at least one course. A newly enrolled student in a degree program in SPHIS is not a member until the first day of classes for the semester in which the student is first enrolled. If a member leaves the degree program in

which he or she is enrolled, he or she is no longer a member.

Members may:

- Vote in elections or referenda of the Association
- Run for elected positions in the Association
- Serve on SPHIS Council of Chairs and Deans and SPHIS Faculty Forum
- Serve as representative of SPHIS on Graduate Student Council
- Petition for a meeting or vote by entire membership on one or more issue

For more information on the Student Government Association, please visit our [webpage](#) or contact:

Tammi Alvey Thomas, MSSW
Assistant Dean of Student Affairs
tammi.thomas@louisville.edu
502-852-3289

Kentucky Public Health Association, University of Louisville Chapter

The Kentucky Public Health Association, Inc. is in the capable position of confronting critical issues relating to legislation at the local, regional, and state level. KPHA sponsors/co-sponsors workshops, seminars, and conferences relating to the personal and professional growth and development of its members and other interested citizens. The Kentucky Public Health Association is an affiliate of the Southern Health Association, and the American Public Health Association. Being a member of KPHA has many things to offer, such as:

- Networking with other public health agencies and professionals
- Growing and develop as a public health professional
- Gaining training & multi-disciplined contact/education hours
- Confronting critical health issues affecting your community
- Quarterly Member Newsletter
- Email notifications of public health job postings across KY

For more information on the Kentucky Public Health Association, University of Louisville Chapter, please contact Tammi Alvey Thomas, Assistant Dean of Student Affairs.

<http://www.kpha-ky.org/>

V. Master of Science in Health Administration Program Information

Program Mission, Vision and Values

Mission

To develop graduate students to serve in entry-level management positions in organizations across the healthcare continuum with leadership expertise in population health management.

Vision

To be an accredited, nationally-ranked program in population health management, serving students from within the Commonwealth of Kentucky and across the United States through our excellence in teaching, service, and research.

Values

The Master of Public Health in Population Health Management program embraces the following values in building future healthcare leaders in support of our mission and vision:

- **Caring:** We genuinely show concern for colleagues, students, and the community, demonstrating a commitment to compassion and respect towards one another on a perpetual basis.
- **Altruism:** We aim to make meaningful, positive differences for all others as we engage the community to improve population health.
- **Responsibility:** We hold ourselves accountable for acting professionally with integrity and embracing the diversity that exists within our program and community as we meet our mission.

- **Dedication:** We are dedicated to working as a team to support our vision and achieve excellence through our teaching, service, and research.
- **Service-oriented:** We embrace a culture predicated on serving the needs of our students, colleagues, and our community to positively influence quality of life, career, and health outcomes.

Roles & Responsibilities of an Advisor and Mentor

A faculty advisor is a full-time faculty member who has been assigned to help students to successfully accomplish their academic goals and mentor the student to discuss life after graduation and what steps he/she can take to be successful in the professional world.

A faculty advisor also assists with the planning of an academic plan that leads to successful graduation. A faculty advisor monitors the academic progress of students in their program. A faculty advisor assists students in developing a class schedule.

A faculty mentor not only provides students with advice on academics, but also offers support, wisdom, and respect throughout their years in school. Faculty mentors are also responsible for helping students apply their future aspirations to their current educational studies. The advisor's role is an active rather than a passive one and the process of advising requires the following objectives to be met for each student assigned as an advisee:

- Help students define and develop realistic educational career plans through advising forms for each semester. Each student should have an up-to-date academic advising form/plan through to graduation.
- Meet with advisee during orientation to assist student with initial adjustment to university academic life. Special sessions should be scheduled throughout the first academic year.
- Meet at least once each semester with continuing students to plan for the coming

- semester (or summer) and to review/revise long range academic program plans.
- Assist students in planning a program consistent with their abilities and interests.
- Monitor progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- Critique academic progress and performance in the current semester's classes. Recommend academic assistance, student consultation with instructor or dropping a course if needed.
- Discuss and reinforce linkages and relationships between instructional program and occupation/career.
- Have a thorough understanding of the curriculum, all-school requirements, course sequences, and requirements for a degree. The course catalogue, course schedule, and FERPA rules are all resources with which you should be familiar. When students have questions regarding policy or requirements, check the Graduate Catalogue (<http://louisville.edu/graduatecatalog>), ask a colleague, your dept. chair, Student Services, or SIGS (School of Interdisciplinary and Graduate Studies).
- Interpret and provide rationale for institutional policies, procedures, and requirements.
- Follow-up with the advisee on any report of unsatisfactory work (notice of class probation for poor attendance, notice of failing grades, incomplete grades from past semester(s), etc.). Special attention should be paid to students who are placed on academic probation/warning.
- Work with administration staff to approve all designated educational transactions (e.g., pre-registration/registration schedule, drops/adds, withdrawals, change of concentration/program and advisor, waivers, graduation requirements, etc.).

- Try to make informal out-of-class/office contacts to underscore personal interest in the student as an individual.
- Maintain an up-to-date Advising Portfolio, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), dates of conferences, notation of special circumstances, etc.
- Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals (e.g., Student Services, SIGS, The PLAN, Counseling Center, etc.).
- Proactively contact and be available for student advisees on a regular basis. Office hours should be posted on the advisor's office door and preferably given to the advisee early in the semester. Advisors should plan for extended hours during pre-registration advising. Respond to emails in a timely manner, and indicate a sincere interest in your advisee's progress.
- Consult regularly with faculty colleagues in order to have up-to-date information.
- Follow and abide by FERPA (Family Educational Rights and Privacy Act) regulations.
- Notify the department chair if an advisee misses a scheduled appointment or is unprepared.

The relationship between a mentor and the student develops over time. The roles and responsibilities of a faculty mentor include, but are not limited to:

- Socialize students into the culture of the discipline, clarifying and reinforcing what's expected of a professional scholar.
- Introduce students to faculty, alumni, staff and other graduate students who have complementary interests.
- Help students become full-fledged members of a profession, not just researchers.
- Model professional responsibility.
- Work with the student on developing schedules and meeting benchmarks.

- Keep track of the student's progress and achievements, setting milestones and acknowledging accomplishments.
- Encourage students to try new techniques, expand their skills, and discuss their ideas. Provide support in times of discouragement as well as success.
- Be open and approachable-particularly important when a student is shy or comes from a different cultural background.
- Share what you've learned as both a scholar and a member of a profession.
- Willingness to guide, instruct and assist students.
- Establish a positive working relationship with the student to promote confidence, student inquiry, focus, and discipline.
- When possible, include your student in some of the day-to-day tasks of your professional responsibilities.
- Regular communication.

By following these steps throughout the advising process, both the student and faculty advisor will achieve an effective and successful relationship in the effort to accomplish the goals of the student. The advisor will have helped guide and inspire the student to embrace their graduate studies and their future career in the professional world. The student will have the tools necessary to reach their full potential and be successful in their current and future endeavors.

Responsibilities of an Advisee

The student advisee is a current or prospective student that intends to enroll at the university. All students, whether they are part-time or full-time, are assigned an academic advisor. It is important that the student advisee meets and introduces themselves to their advisor early in their college career.

For students, this program supports their goals and aspirations for future careers. It serves as a networking device to make contacts and prepare for the professional world. It not only allows the student to acquire a body of knowledge and skills, but also to gain perspective on how a discipline operates academically, socially, and politically.

Change of Concentration/Program Request form must be filed with Student Services.

The advisee is an equal partner in the advising/mentoring process. As an advisee you are ultimately responsible for your educational choices and decisions. You are expected to:

- Contact and schedule regular appointments with your advisor each semester as required or when in need of assistance.
- Prepare for advising sessions and bring appropriate resources or materials. You are to maintain your own Advising Portfolio including your educational plan and other details.
- Be organized and come prepared to your registration advising session with a planned schedule for the forthcoming semester.
- Become familiar with the specific requirements for the degree program.
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- Access and use ULink and Blackboard for academic updates, information updating, registration, and other purposes.
- Read your UofL email and other important communications from the University, Department, and your advisor. Respond to all correspondence from faculty advisors.
- Accept final responsibility for all decisions made and your graduation requirements.
- Reflect on strengths, weaknesses, and shortcomings. Create a plan to highlight strengths and overcome any obstacles.
- Clarify personal values, abilities, interests, goals, and aspirations for academics and career.
- Assess needs and set goals. They should be both realistic and measurable.
- Ask questions if you don't understand.
- Voice any concerns/issues you may have.
- Commit the time and effort to the relationship with your advisor/mentor.
- Have a positive attitude and open mind.
- Request re-assignment of a different advisor when changing concentration/program. A

Course Registration

502-852-2222

The University of Louisville [ULink](#) course registration system is available online. You will need your student ID number, password, and the four digit number assigned to each course in order to add, drop, or exchange courses in ULink. Specific registration instructions will be listed in the Schedule of Courses each semester. Students are required to meet with their assigned Advisor and the Program Coordinator Senior prior to registration for assistance in course selection. If students have any questions about procedures, they should contact the department coordinator senior Darla Dale Samuelsen at (502)-852-2797 or the department's director Christopher E. Johnson at (502)-852-3987.

Registration Holds

Registration holds have been placed on HMSS MSHA student accounts for both Fall and Spring semesters. There are no holds on Summer semester

Fall Advising forms for HMSS MSHA existing students should be completed prior to the first day of registration for the Fall semester (typically the end of March).

Ex: Fall 2018 registration for existing students opened on 3/27/2018.

Spring Advising forms for HMSS MSHA students should be completed prior to the first day of registration for the Spring semester (typically the beginning of November).

Ex: Spring 2019 registration for students opens 11/01/2018.

Reminders:

- GA's need to be registered for 6 credit hours during the Summer/ 9 credit hours during the Fall and Spring semesters until they either (a) complete all coursework, (b) reach doctoral candidacy.

Applying for a Degree

Students are responsible for completing an “Application for Degree” form online through ULink at the beginning of the semester in which they will defend their thesis or dissertation. After the online form is submitted, students will receive an online confirmation that it was successful. Students will also receive confirmation by email to their university account. Information regarding the status of the degree application will not be available until after the semester grades are in and a faculty advisor can review for approval. If you have any questions regarding eligibility or qualification of degree requirements, please contact your faculty advisor or the program coordinator senior. Future deadline dates can be found on the Graduate Academic calendar and the registrar’s [Degree Application Information](#) page.

MSHA Course Sequence

Evening Track MSHA Required Coursework 57 Credit Hours	
Semester	Course Title
Fall I	PHMS-615 Introduction to Health Systems 3cr
	PHMS-681 Population Health Quantitative Methods 3cr
	PHMS-682 Population Health Information Management 3cr
	PHMS-680 Health Management Leadership Seminar 1cr
	PHMS-683 Healthcare Quality Management 3cr
Semester total: 13	
Spring I	PHMS-684 Project Management for Population Health 2cr
	PHMS-620 Healthcare Strategic Management 2cr
	PHMS-685 Healthcare Operations Management & Science 3cr
	PHMS-610 Health Policy & Analysis 3cr
	PHMS-609 Health Finance and Financial Management 3cr
	PHMS-686 MSHA Practicum 1cr
Semester total: 14	
Fall II	PHMS-687 Managerial Accounting for Healthcare Managers 3cr
	PHEP-501 Introduction to Epidemiology 3cr
	PHMS-662 Health Economics 3cr
	PHMS-688 Healthcare Marketing 2cr
	PHMS-605 Governance and Management of Healthcare Organizations 3cr
	PHMS-686 MSHA Practicum 1cr
Semester total: 15	
Spring II	PHMS-689 Insurance & Alternative Payment Models 2cr
	PHMS-635 Health Law and Ethics 3cr
	PHMS-630 Human Resource Management 3cr
	PHMS-625 Population Health Management 3cr
	PHMS-690 MSHA Capstone Course 3cr
	PHMS-686 MSHA Practicum 1cr
Semester total: 15	

MSHA Choosing a Practicum Site Questionnaire

Choosing a Practicum Site- Questionnaire:

(Due prior to the first day of Spring I registration- beginning of November)

Name:

Master of Science in Health Administration:

Faculty Advisor:

1. What areas of discipline interest you?
 - Information Technology
 - Quality
 - Strategy
 - Operations
 - Finance
 - Marketing
 - Human Resource
 - Contracting
 - Other: _____

2. What type of sites interest you for a practicum experience?
 - Non-Profit
 - Health Department
 - Hospital
 - Laboratory
 - Long Term Care
 - Group Practice/Practice
 - Insurance/Managed Care
 - VA/Federal/Military
 - Other: _____

3. What employers interest you for a practicum experience? Why?

4. What is the ideal practicum experience?

5. What do you hope to gain from the practicum experience?