



2023-2024

Bachelor of Science in Health Sciences

Student Handbook

Academic Year 2023-2024

Welcome to the Healthcare Management Program

Dear Methodist College Healthcare Management Program Student:

Welcome to the Methodist College, Department of Health Science! It is with sincere gratitude that we welcome you to our division. We hope that you find this academic unit supportive in your academic and professional journey.

We are here to assist you and provide guidance along your academic path. Our schedule is flexible in the case you need to make an appointment with us.

This handbook is one of the ways we have chosen to help you become familiar with the policies and procedures of the Methodist College Healthcare Management program. You are expected to not only understand, but to comply with all policies and procedures of the College.

Good luck and best wishes as you pursue your Bachelor of Science in Healthcare Management degree.

Sincerely,

Dr. Amber Schappaugh DM-HCML, CMA(AAMA), AHI, MA, RMA
Associate Professor
Program Director-Health Science & MA



Methodist College General Information

Program Sponsor:

Methodist College of Carle Health

Accredited by:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: 800-621-7440/312-263-0456
www.hlcommission.org

Characteristics & Definitions

Methodist College provides a high-quality education in nursing, health sciences, and human services through high-quality programming and excellent clinical practice.

Organization and Governance

Methodist College is a four-year college affiliated with UnityPoint Health-Central Illinois. It is governed by a Board of Directors, composed of 12 members who represent the Peoria area community.

Mission Statement

Methodist College is committed to educating and preparing future health and human services professionals for careers that meet community and regional healthcare industry needs.

Our Vision

Methodist College will deliver quality transformational experiences that enable future healthcare leaders to enhance and contribute to positive health outcomes for our community.

Methodist College Values

Healthcare professionals are guided by strong core values. At Methodist College, faculty, staff, and students are dedicated to our values.

Human Dignity - Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.

Integrity - Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.

Inquiry - An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.

Social Justice - Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

Carle Health Values

Methodist College is affiliated with Carle Health, and we seek to demonstrate the organization's values:

Excellence: We're committed to being the very best in all we do.

Integrity: We're grateful for the trust placed in us by those we serve, and we always strive to do the right thing.

Inclusivity: We welcome, respect and value every individual.

Compassion: We seek to understand and empathize with others.

Accountability: We take ownership of everything we do in a way people can count on.

Institutional Goals:

- Create and support a positive, student-centered learning environment.
- Provide quality instruction and programs.
- Create quality student support services and programs.
- Recruit and retain a diverse, qualified workforce.
- Promote fiscal responsibility and accountability.
- Provide adequate resources to support institutional mission.
- Recruit and retain a qualified, diverse student body.
- Develop collaborative relationships for the benefit of the community.

Healthcare Management Program Information

Program Objectives:

Upon completion of the Healthcare Management degree program, the graduate will be able to:

1. Model culturally literate behavior in a healthcare environment.
2. Evaluate social, political, and legal forces within the healthcare stratosphere.
3. Apply evidence-based practices in healthcare leadership, management, and human resources.
4. Demonstrate ethical leadership approaches to business and clinical decision making in healthcare organizations.

History and Development of the Healthcare Management Program

Methodist College is dedicated to the education of healthcare and human service professionals. For more than 100 years, Methodist College has provided high quality education for healthcare professionals. What started as a nurse training program in 1900, established by the deaconesses of the Methodist Episcopal Church, has grown to a nursing program offering baccalaureate and master's opportunities, health science and social work bachelor degree programs, and education opportunities for medical and nursing assistants.

The purpose of the Health Science department is to prepare undergraduate students to be compassionate professionals in the human service field, particularly where healthcare management knowledge, skills, and attitudes are needed. All Health Science programs are built upon a foundation of Arts & Sciences, including the physical and life sciences, humanities, arts, social sciences, English, communication and mathematics. As students' progress through their

program they build upon the solid foundation provided by the arts and sciences core courses and expand their knowledge, skills, and attitudes through analysis and application in their major.

The healthcare management program is offered in a distance based format, allowing for completion of the program in an online platform. The curriculum is designed to meet the skillset of future healthcare leaders, guided by the fundamental practices of healthcare management.

The curriculum offers preparation for competency in medical terminology, research in healthcare management, collaboration, health policy, financial management, transcultural health, and a plethora of other foundational courses. The program's ability to meet the program outcomes is achieved through multiple resources. These include faculty that have extensive backgrounds in the healthcare field, experiential-based and service learning opportunities where students apply their skillset to real life scenarios. The Center for Student Success provides tutoring for multiple disciplines including writing, reading, mathematics and other healthcare management core competencies. A well diverse health professions advisory board have been developed to better suit the community outreach and help improve performance on the outcomes.

Admission Requirements:

*Please refer to the Methodist College catalog [methodistcol.edu]

Health Documentation Requirements:

*Please refer to the Methodist College catalog [methodistcol.edu]

Methodist College Program Goals:

The purpose of the Health Science department is to prepare undergraduate students to be compassionate professionals in the human service field, particularly where healthcare management knowledge, skills, and attitudes are needed.

Healthcare Management Internship:

Purpose

The purpose of the internship is to provide you with professional experience. For some students, the internship may be the only work experience acquired before graduation. This course provides the student with the opportunity to integrate and apply previously learned healthcare management knowledge and skills in one or more healthcare organizations. The student will become part of a healthcare organization, working closely with professional managers. You will interact with healthcare professionals from a variety of disciplines, enhancing your understanding of interprofessional collaboration necessary to meet patients' needs. The student, faculty member and preceptor will mutually agree on the management area of study and the practicum setting.

Criteria:

As the cumulating experience of the program, the internship provides you the

opportunity to apply the knowledge and skills you have learned in HCM courses to real healthcare problems and situations. Furthermore, you will complete your internship under the supervision of a qualified and experienced healthcare professional.

Onsite supervision of the student must be provided by an individual who has knowledge of the healthcare management profession. Methodist College BS Healthcare Management internship students must be under the supervision of an employee at the internship site at all times.

The internship faculty member should ensure that the internship experience and instruction of students are meaningful and parallel in content and concept with the material presented in the Healthcare Management curriculum. Sites should afford each student a variety of experiences congruent to the BS Healthcare Management Core Curriculum.

The goals of the internship experience:

- Observe and interact with a variety of healthcare professionals
- Gain practical experience in a healthcare organization
- Enhance understanding and application of health management principles
- Establish professional contacts in the healthcare field
- Strengthen professional skills required of healthcare managers

Important considerations as you begin planning for your internship:

- Meet with your Academic Advisor regularly to complete prerequisite and HCM courses.

Please note: all core classes must be completed before starting your internship.

*Make note of which courses interest you the most and which health care settings you prefer. This can be helpful in narrowing down an internship site.

Performing Internship Work:

1. Students who work at a healthcare organization are not permitted to complete their internship at the same site to avoid any interference with internship hours versus work hours.
2. Students may find their own internship site as far as it is coordinated with the internship faculty member and an Affiliation Agreement is established.
3. Students are not permitted to perform any activity outside of the scope of their Healthcare Management curriculum skillset.
4. Students are expected to abide by the internship site/organizational policies.

Attendance:

Attendance at internship sites is required. Students are expected to treat the internship experience like a job and adhere to the site attendance policies. Students are required to commit to 15 hours per week over the duration of the semester. These weekly hours can be organized under the guidance of the site supervisor and student.

Agreements:

There must be a formal affiliation agreement or memorandum of understanding between the sponsor and all other entities that participate in the education of the students describing the

relationship, roles, and responsibilities of the sponsor and that entity. Internship agreements must include a statement that students must be provided supervision.

Immunization records

You will need to provide records of the following immunizations:

- Tetanus-Diphtheria-Pertussis: Proof of three (3) Tetanus vaccinations containing Pertussis (DTP, DPT, DTap, or Tdap) are required. One dose must be Tdap. One dose must be within the last 10 years. TT is not acceptable.
- Measles-Mumps-Rubella (MMR): Two (2) doses are required. All doses must be on or after 1st birthday at least 28 days apart and after 12/31/67.
 - If vaccines were given separately, the same guidelines apply.
 - Positive serum titers are also acceptable proof of immunity. Copy of lab reports must be submitted.
- Meningitis Conjugate: One (1) required on or after 16th birthday (applicable only to students under age 22).
- COVID: proof of a 2-dose series from Pfizer or Moderna or a single-dose vaccine from Johnson & Johnson.
- Influenza: for internships that occur between October 1 and March 31, proof of seasonal influenza vaccination will be required.
- Tuberculosis (TB) skin test
- Hepatitis B vaccination or signed waiver

The following may be required by your internship site. If required, these documents should be provided directly to the internship site and do not need to be submitted to the Internship Coordinator.

- Criminal background check
 - o You need to check with the facility to determine if a criminal background check is required. If so, you are responsible for obtaining and submitting the background check to the facility within the timeframe specified by your Preceptor.
- Drug screening
 - o You need to check with the facility to determine if a drug screening is required. If so, you are responsible for obtaining and submitting the drug screening to the facility within the timeframe specified by your Preceptor.

Safe and Professional Internship Practice

Student behaviors are expected to reflect ethical and legal accountability for actions taken in the course of professional practice. The ultimate attainment of professional behaviors is the responsibility of the student, but faculty assumes a mentoring role. Faculty accepts responsibility to evaluate, provide feedback, and initiate corrective action when necessary.

Safety is paramount. This includes students, peers, faculty, clinical instructors, and members of the healthcare team and above all, the population served.

Students are expected to communicate effectively and positively in the internship setting. It is sometimes necessary to report errors or omissions or commissions to appropriate persons. Don't ignore the situation – guidance and support are available. Students are expected to be drug, alcohol and smoke free in classroom and internship settings.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate - interactions which may be taken to be unsafe practice or to reflect negatively upon Methodist College.

Examples of unprofessional behavior (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with colleagues, peers, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with internship affiliates, or constitute violations of legal or ethical standards.

Violations of these standards are considered to be exceptionally serious. At the instructor's discretion, the student may be removed from the internship site immediately. Such violation WILL result in the student being placed on social probation and MAY result in withdrawal from the program.

How you will be graded:

*You will complete weekly logs/journals throughout your internship that detail your current experience, activities, projects, observations, and meetings. Journals must be submitted each week by Sunday. Each entry should be detailed and explicitly explain what you did at your internship.

- Weekly Timesheets

You will keep track of your internship hours on the provided timesheet. Your Preceptor will validate your timesheet by initialing at the end of each week. Timesheets will be turned in each week by Sunday.

- Competency Evaluations

Your Preceptor will evaluate your progress and competencies twice during your internship: once at the midpoint of your internship and once at the end of your internship. You and your Preceptor should review the evaluation together. After you have reviewed your evaluation with your Preceptor. You are responsible for providing the evaluation form to your preceptor once you have completed approximately 85 contact hours and once you are near the end of your internship.

- Interprofessional Reflections

During your internship, you will complete a minimum of two (2) interviewing and/or shadowing experiences with a clinical professional (i.e. physician, nurse, physical therapist, dietician, etc.). You and your Preceptor should work together to identify these individuals. After each experience, you will complete a brief (1-2 page) reflection on the roles and responsibilities of the professional and the ways in which this profession interacts with health administrators. These reflections should be submitted by the end of your internship.

- Student Evaluation of the Internship Experience

At the end of your internship, you are required to complete an evaluation of the internship experience and your preceptor.

Responsibilities of the Intern

- Complete and submit the Internship Agreement Form and other requirements.
- Complete a total of 170 contact hours at the internship site.
 - o All contact hours must be completed at the internship site and/or under the supervision of the Preceptor. Work completed at home does not count toward contact hours.
- Complete weekly logs/journals and other required assignments as outlined.
- Commit to the work schedule determined with the Preceptor. Any adjustments in this work schedule must be approved by both the Preceptor and Internship Coordinator. Failure to adhere to the work schedule may lead to termination from the internship and a failing grade.
- Adhere to the policies and procedures of the healthcare organization and of the HCM Internship.
- Establish a productive and respectful working relationship with the Preceptor, co-workers, volunteers, patients, and other members internal and external to the organization.
- Maintain confidentiality with respect to any and all information the intern reviews or hears while at the organization.
- Complete all projects and/or goals outlined on the Internship Agreement Form in the timeframes determined by Preceptor.
- Be proactive in seeking additional opportunities to assist with projects at the healthcare organization.
- View the internship as a learning experience; take notes, ask questions, and explore the decision-making processes that managers engage in daily.

Dismissal from internship:

The following circumstances will result in automatic withdrawal of the student from internship sites. The circumstances for permanent dismissal from the internship include, but are not limited to:

- Violation of patient/employee confidentiality.
- Student's behavior and/or performance are disruptive and hazardous to self, employees, or other healthcare providers.
- Sexual harassment of a Methodist College student, peer, supervisor, or team member.

Degree Requirements

Students earn a Bachelor of Science in Health Science once the following requirements are met.

Summary of Degree Requirements

Credit Hours

Bachelor of Sciences in Health Sciences		
Liberal Arts & Sciences Core		Credit Hours Required
ENG101 College Composition		3
ENG250 Writing for the Professions or ENG201 Disciplinary Composition		3
COM101 Public Speaking and Presenting		3
MAT150 Applied Statistics or MAT201 Statistics		3
PSY101 Psychological Inquiry and Applications		3
Fine Arts Elective		3
Humanities Electives		6
Social Science Electives		6
Physical and/or Life Sciences with at least one course with a lab		7
Two upper-level general education courses		6
Total Credits in Liberal Arts & Sciences Core		43
Healthcare Management Curriculum		
Course	Name	Credit
BH200	Holistic Health and Healthcare	2
HS200	Informatics in Healthcare	3
HSXXX	Interdisciplinary Allied Health	3
HS304	Transcultural Healthcare	3
HS311	Trends and Reform in Healthcare	3
HS410	Evidence Based Practice and Research in Healthcare	3
HS312	Principles of Management in Healthcare	3
HS320	Law and Ethics in Healthcare	3
HSXXX	Healthcare of Aging	3
HS425	Operations Management in Healthcare	3
HS462	Collaboration and Human Resource Management	3
HS431	Health Policy and Leadership	3
HS463	Financial Management in Healthcare	3
Healthcare Management Curriculum		41
General Education Core		43
Major Core		41
Electives		36
Total Credit Hours		120

*(credits earned from an Associate of Applied Science degree in allied health will be evaluated by the Registrar for transferability.)

Health Professions Advisory Board

Advisory Community of Interest
Current Student
Graduate
Physician
Employer(s) of Graduates Representative
Public Member
Program Director/ Division Chair
Faculty
Sponsor Administration

Policies

Grading Scale (Arts & Science)

90-100	A
80-89	B
70-79	C
60-69	D
< 60	F

Professional Behavior of Students

The values of Methodist College (human dignity, integrity, inquiry, and social justice) to set the standards by which students will behave. Academic honesty is essential. Details are outlined in the Professional Behavior/Code of Conduct.

LINK: [2022-2023 Code of Conduct](#)

Technology Requirements

The minimum computer hardware and software requirements are outlined in the college catalog.

LINK: [2022-2023 Technology Requirements](#)

Americans with Disabilities Act (ADA)

Details informing students of the rights related to Americans with Disabilities Act (ADA) are available in the Student Disability Accommodation Protocol in the Student Handbook.

LINK: [2022-2023 Disability Accommodation Protocol](#)

Client Confidentiality

Methodist College students who engage in clinical, field placement, or practicum experiences must maintain confidentiality of their clients' private health information.

LINK: [2022-2023 Client Confidentiality](#)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to protecting the privacy of their education records.

LINK: [2022-2023 Family Educational Rights and Privacy Act \(FERPA\)](#)

Copyright Policy

The copyright policy explains the use of copyrighted materials at Methodist College in accordance with the Copyright Law of the United States (title 17, U.S. Code).

LINK: [2022-2023 Copyright Policy](#)

Student Responsibility Statement

As a Methodist College student, defines the requirements necessary to work together with Methodist College faculty and staff to earn their degree.

LINK: [2022-2023 Student Responsibility Statement](#)

Please note: There are no children allowed in the classroom during a class period.

Progression Requirements:

A final grade of a C or higher is necessary in this program. If a final grade of D or lower is earned, then the course can be repeated once, and a final grade of C or higher must be earned on the course repeat. Two final grades of a D or lower in a course constitute dismissal from the Healthcare Management program.

Matriculation to Health Science from Nursing:

For a student who has transferred from the nursing program and earned a D grade in a nursing course that falls between 70 and 76% will be allowed to be transferred as a passing course for the Health Science program as there is a difference in the grading scales between the Nursing Programs and the Arts and Science Programs.

Additional Policies

For additional policies and procedures, refer to the Methodist College Undergraduate Catalog [methodistcol.edu] and the Methodist College Undergraduate Student Handbook [Methodist College Student Handbook](#)