

**School of Allied Health Sciences
Division of Health Care Management**



**Student Handbook
Academic Years 2020 - 2022**

**Bachelor of Science in
Health Care Management Program**

**SCHOOL OF ALLIED HEALTH SCIENCES
DIVISION OF HEALTH CARE MANAGEMENT**

**Acknowledgment of Receipt of the
Undergraduate Health Care Management Student Handbook**

I, _____, have received the Undergraduate Student Handbook (BSHCM) for the Health Care Management Division. I understand I am responsible for reading the contents of this handbook. Further, I understand that I must complete a criminal background check and be cleared to receive an internship placement and enroll in the course.

Student's Signature

Date

Printed Name

SID#

Faculty Signature

Date

Disclaimer

While the provisions of this Handbook will ordinarily be applied as stated, the School of Allied Health Sciences, Division of Health Care Management, reserves the right to update and revise any information included in this handbook, as needed. Every effort will be made to inform students of changes. However, it is especially important to note that each student is responsible for keeping abreast of the current requirements and guidelines by regular consultation with his/her Advisor. In addition, all information contained in this handbook can be obtained from the School of Allied Health Sciences (SOAHS) website.

<https://ahealth.famu.edu/index.php>

Table of Contents

Welcome	Page 5
FAMU Mission & Philosophy	Page 5
The School of Allied Health Sciences (SOAHS) Mission, Vision & Values	Pages 5 - 6
The Division of Health Care Management (HCM) Mission	Page 6
HCM Division Faculty	Page 7
Academic Program: Description and Admissions Requirements	Page 8
Curriculum	Pages 8 – 10
Internship Requirement	Page 10
Course Descriptions and Electives	Pages 11 - 13
Academic Learning Compact	Page 14
Academic Advisement	Page 15
SOAHS Policies:	Pages 15 - 17
• Attendance	
• Code of Conduct	
• Complaints and Grievance	
• Disruption of Academic Process	
• Disabled Student	
• Dress Code	
• Academic Honesty	
• Incomplete Grades	
Matriculation, Registration and Financial Aid	Page 17
Graduation Requirements	Page 18
SOAHS and HCM Division Activities:	Page 18 – 20
• Student Forums	
• HCM Division Meetings	
• Pinning Ceremony	
• Lecture Series	
Student and Professional Organizations	Page 20
Frequently Asked Questions	Page 21

Welcome

We welcome you to Florida Agricultural & Mechanical University (FAMU), the School of Allied Health Sciences (SOAHS), and the Division of Health Care Management (HCM). This Handbook was developed to provide you with program policies and procedures and to serve as a guide as you matriculate through the program. You are also advised to review the current Fang, Student Handbook. See the link below. We wish you success in your pursuit of excellence in the health care management program.

<https://ahealth.famu.edu/departments-and-centers/office-of-the-dean/STUDENT%20HANDBOOK%20-%20FANG%20-%202012-2014.Updated%208.22.13.pdf>

FAMU History and Mission Statement

Florida Agricultural and Mechanical University (FAMU) is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues, and the empowerment of citizens and communities. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins, and nationalities as life-long members of the university community.

The School of Allied Health Sciences

The SOAHS at FAMU is one of fourteen colleges and schools. It is organized with a Dean, Associate Dean, and seven Directors. The Directors oversee the Office of Student Services and the following six Divisions: Cardiopulmonary Science, Health Care Management, Health Informatics and Information Management, Health Science, Occupational Therapy, and Physical Therapy.

SOAHS Mission

The mission of the SOAHS is to provide an enlightened and enriched academic, intellectual, moral, cultural, ethical, technological, and student-centered environment for the purpose of educating individuals to become competent allied health professionals who are capable of: Complex critical thinking; Comprehensive communication skills; Interdisciplinary collaboration; Analysis and involvement in research processes; Improving the health status of underrepresented and underserved populations; Lifelong learning.

SOAHS Vision

The School of Allied Health Sciences as an exemplary health professions entity within Florida A&M University will provide the highest quality academic experiences at graduate and undergraduate levels, through excellence in student advising, teaching, research, and service, in

existing and emerging health care arenas, for the benefit of the citizens of Florida, the nation and the world.

SOAHS Core Values

The SOAHS core values are Scholarship; Ethics; Excellence; Openness; Collaboration; Diversity; Service; Fairness; Integrity; Respect; Collegiality; Freedom; Fiscal Responsibility; Accountability; Courage; and Honesty.

Health Care Management Division: Mission

The mission of the Division of Health Care Management is to provide comprehensive undergraduate and graduate education in health care management thereby increasing the pool of qualified underrepresented groups in this discipline.

B.S. Degree Program: Mission

The mission of the program is developed within the framework of the mission, vision, and values of the University and the School of Allied Health Sciences (SOAHS). As such, the mission of the undergraduate program is to prepare underrepresented students for entry-level positions in the healthcare industry through a market-relevant health care management education.

Vision Statement

The vision of the undergraduate HCM program is to be the premier academic program for undergraduate healthcare management education, that produces advocates and decision-makers for improving quality and access to care. Additionally, the program will be recognized nationally and globally for excellence in research, teaching, and service.

Values Statement

The undergraduate program holds the following core values as essential components to the achievement of the above-stated mission: Excellence; Accountability; Integrity/Ethics; Respect; Service and Collaboration.

Division of Health Care Management Full-Time Faculty

Name and Position

Email Address

G. Raul Audi, Ph.D., MBA

George.audi@famuc.edu

Associate Professor and
Upsilon Phi Delta (UPD) Advisor

Vanessa Crowther, DrPH

Vanessa.crowther@famuc.edu

Assistant Professor and
Graduate Recruitment Coordinator

Robbya Green-Weir, PhD, MHSA

Robbya.greenweir@famuc.edu

Assistant Professor and
Student Health Care Management Association Advisor

Marisa A. Lewis, PharmD, MPH

Marisa.lewis@famuc.edu

Associate Professor and
Undergraduate Program Coordinator

Odell Stroud, Jr., JD

Odell.stroud@famuc.edu

Assistant Professor and
Strategic Partnership Liaison

Juliet Weaver, Ph.D., MHA

Juliet.weaver@famuc.edu

Professor and Division Director

Pia S. Woodley, M.A.

Pia.woodley@famuc.edu

Assistant Professor
Internship and Graduate Residency Coordinator

Academic Program

Baccalaureate Program Description

The Bachelor of Science in Health Care Management (BSHCM) degree is a 120-credit hour course of study designated to be completed in four years. The 67-credit hour professional-level curriculum focuses on topics such as organization of the healthcare system, critical health issues, health care research, strategic planning, financial management, health policy and politics, principles of management, and information systems. A twelve-week administrative internship serves as a “bridge” between concepts, theories, and practical application in the workplace. The program has maintained a full certified undergraduate membership with the Association of University Programs in Health Administration (AUPHA) since 1982. AUPHA is the organization that accredits/certifies baccalaureate-level programs in health administration.

Baccalaureate Program Curriculum

Pre-Professional Curriculum

(A Minimum Grade of “C” is required)

Freshman Year – Fall Semester

ENC 1101 Freshman Communicative Skills I	3
MAC 1105 College Algebra <i>or</i> any Higher Level Math.....	3
HUM 2211 Historical Survey I or Any Humanities.....	3
BSC 1005 Biological Science or Any Natural Science (No Lab).....	3
HSC 1000 Orientation to the Health Sciences	1
Total Semester Hours.....	13

Freshman Year – Spring Semester

ENC 1102 Freshman Communicative Skills II	3
PSC 1121 Introduction to Physical Science w/Lab.....	4
ACG 2021 Financial Acct. Principles	3
SPC 2608 Public Speaking <i>or</i>	
SPC 1017 Foundation of Speech	3
Total Semester Hours.....	13

Sophomore Year – Fall Semester

ECO 2013 Principles of Economics	3
PHI 2010 Introduction to Philosophy or Any Humanities	3
AMH 2010 United States History or Any Social Science course	3
PSY 2012 Intro to Psychology or SYG 2000 Sociology	3
ACG 2071 Managerial Acct Principles	3
Total Semester Hours	15

Sophomore Year – Spring Semester

AMH 2091 Intro to African-American History or AFA 31043
STA 2023 Introduction to Probability and Statistics I3
MAN 2543 Introduction to Business Systems *or*
CGS 2060 Introduction to Microcomputer Applications3
POS 2041 American National Government *or*
Any Social Science course3
Total Semester Hours12

Pre-Professional Total Credit Hours53

Professional Curriculum

(A Minimum Grade of “C” is required)

Junior Year – Fall Semester

HSA 3110 Org. and Admin of Health Care Facilities 3
HSC 3531 Medical Terminology3
HSA 3170 Financial Mgmt. in Health Care..... 3
HSA3164 Business Communications for Health Care Managers..... 3
HSC 3930 Professional Development I 1
HCM Approved Elective..... 3
Total Semester Hours16

Junior Year – Spring Semester

HSA 3140 Approaches to Healthcare Planning3
HSA 3180 Health Care Management Theory and Practice3
HSAS 3943 Service Learning for Health Care Managers.....3
HSA 4191 Information Systems in Health Care.....3
HSC 3640 Health Law.....3
HSC 3931 Professional Development II1
Total Semester Hours16

Summer Semester

HSA 4850 Health Care Management Internship6
HSC 4930 Professional Development III1
Total Semester Hours7

Senior Year – Fall Semester

HSA 3430 Health Care Economics3
HSA 4700 Health Care Research3
HSA 4383 Quality Improvement in Healthcare Organization.....3
HSA 3221 Introduction to Long-term Care.....3
HSC 4634 Critical Health Issues3
Total Semester Hours15

Senior Year – Spring Semester

HSA 4150 Health Policy and Politics3
HCM Approved Elective.....3
HSC 4209 Public and Community Health3
HSC 4931 Professional Development IV1
HSA 4922 Capstone in Health Care Management.....3
Total Semester Hours13
Professional Curriculum Total Credit Hours67
Total Semester Hours120

Internship Requirement

A twelve-week administrative internship is required to complete the program. To receive credit, students must enroll in the internship course (HSA 4850). **Students must pay for and submit to a criminal background check.** After students have been cleared, they will be eligible for internship placement. If a student is not cleared, he/she will not be placed on an internship and subsequently cannot complete the program.

**Professional Curriculum
Course Descriptions**

HSA 3170 Financial Management in Health Care Delivery

Prerequisite: ACG 2021; ACG 2071. Managerial Financial Management of Health Care Institutions Relating to Acquisition, Planning, Budgeting, And Control of Funds To Meet Organizational Objectives. Divisional Approval Required.

HSA 3110 Organization Administration of Health Care Facilities

(An Overview of The Health Care Delivery Systems In The United States. Designed To Acquaint Beginning Health Care Management Students with Social, Political, Economic, Demographic, And Technological Forces That Shape The Structure, Operation, And Outcomes Of The United States Health Care System. Divisional Approval Required.

HSC 3531 Medical Terminology

Study Of the Basic Medical Language Skills, Including Pronunciation, Spelling, Word Construction, And Definitions Necessary for Communication In A Medical Environment.

HSA 3170 Financial Management in Health Care

Prerequisite: ACG 2021; ACG 2071. Managerial Financial Management of Health Care Institutions Relating to Acquisition, Planning, Budgeting, And Control of Funds to Meet Organizational Objectives. Divisional Approval Required.

HSA 3164 Business Communications for Health Care Managers

This course focuses on basic writing and communication principles and practices. The course will meet the requirements for FAMU enhanced writing.

HSC 3930 Professional Development I

A Seminar to Familiarize the Student with the Profession of Health Care Administration, Its Historical Bases, Contemporary Trends, And Future Perspectives. Divisional Approval Required.

HSA 3140 Healthcare Strategy & Marketing

Prerequisite: HSA 3110. Theories, Methodologies, Practices in Health Planning, Institutional Strategic Planning, And Health Marketing. Divisional Approval Required.

HSA 3180 Health Care Management Theory and Practice

Prerequisite: MAN 3025, HSA 3110. An In-Depth Examination of The Application of Management And Organizational Theory And Concepts In Health Care Institutions.

HSA 4191 Information Systems Management in Health Care

Computer Applications in Health Care Management.

HSC 3640 Health Law

Prerequisite: HSA 3110. Introduction To the Legal System, to the Specifics and Legal Implications Of Health-Related Legislation And Programs, And To Medical Malpractice, Labor Law, And Informed Consent To Treatment. Divisional Approval Required.

HSA 3943 Service Learning for Health Care Managers

Students will be engaged in ongoing service through partnerships with community agencies and by attending various campus-based events as an integral part of the course. Service-learning is a method of learning that integrates academic work with community service. Students learn to apply knowledge gained in the classroom to “real life” by getting hands-on experience in the community. Service-learning benefits students by enhancing their understanding of concepts learned in the classroom, promoting personal identity, fostering the development of civic responsibility, and giving them the opportunity to work with diverse populations in a “real world” setting. The community partners benefit from the relationships formed and the services students contribute in response to community needs. Students will be introduced to skills and issues relevant to health care management

HSC 3931 Professional Development II

Prerequisite: HSC 3930. A Seminar to Examine Traditional and Alternative Methods of Health Care Delivery In America. Divisional Approval Required.

HSA 4850 Health Care Management Internship Practicum

Provides Detailed Information and Practical Limited Hands-on Experience in the field.

HSC 4930 Professional Development III

Prerequisite: HAS 4350, HSC 3931. A Seminar to Examine The Skills And Abilities Leading To Management Success In Politics, Business, Industry, And Health Care Administration. Divisional Approval Required.

HSA 3430 Health Care Economics

Prerequisite: ECO 2013; HSA 3110. Examinations Of Economic Mechanisms of The Health Care Industry, Health Policy, Payment Methods, National Health Insurance, Economic Efficiency, Cost Effectiveness, And Benefit-cost Analysis. Divisional Approval Required.

HSA 3221 Introduction to Long Term Care

Provides A Basic Orientation to The Long-term Care Continuum, Including Both Nursing Homes and Non-institutional Alternatives Such as Home Health Agencies, Adult Day Care Centers, And Retirement Homes. It Examines the Long-term Care Needs of The Elderly And The Public Policy Responses To Those Needs. Regulatory, Environmental Health and Safety, And Licensure Requirements Are Discussed.

HSA 4383 Quality Improvement in Health Service Organizations

Foundations Of Quality Focus on Patient Satisfaction and Provision of Quality Care. Emphasis Will Be Placed on The Need for Incremental Measures of Quality Care. Additionally, Formal Quality Assessment Procedures, Regulatory Agencies, And Schools of Thought on Quality Management Will Be Reviewed.

HSA 4700 Health Care Research

Prerequisite: MAN 2812; STA 2023. An Introduction to Research Design With Emphasis On Application Of Techniques To Address Questions Of Concern To The Health Care Systems And Health Care Managers. The Design of a Manageable Research Proposal Is Required. Divisional Approval Required.

HSC 4634 Critical Health Issues

Prerequisite: HSA 3110, HSA 3170, HSA 3180. An Examination of Current Issues Facing The Health Care Industry Including Access, Costs, And Quality Of Services As Well As National And State Health Policy. Divisional Approval Required.

HSA 4150 Health Policy and Politics

Prerequisite: POS 2041; HSA 3110. Analytic And Descriptive Study of Health Policy and Politics In The United States In Terms Of Philosophy, History, Economics, And Administration Of Health Care. Emphasis On How Policy Affecting Health Care Delivery Is Generated, Promoted, Opposed, Adopted, And Implemented. Divisional Approval Required.

HSC 4209 Public & Community Health

Prerequisite: HSA 3110. Study of the Impact On The Health Status Of Individuals As A Result Of Public Health Practices And Services Including Topics In Epidemiology. Divisional Approval Required.

HSA 4922 Capstone in Health Care Management

This Capstone Course Is Designed to Enable Students To Integrate Knowledge And Skills Derived From Prior Coursework As They Address Current Management Issues For Health Services Organizations.

HSC 4931 Professional Development IV

Topics Of Current Interest In The Field Of Health Care Management, And May Include Industry Analysis, Health Systems Management, Human Resources, And Market Factor Analysis.

Approved Electives

The approved electives are

- (1) MAN3025- Principles of Management
- (2) MAN4240- Org Behavior
- (3) MAN4301- Human Resources Management
- (4) MAR3023- Principles of Marketing
- (5) HSC4008- Personal & Prof Development
- (6) HSC4102- Essentials of Health Behavior
- (7) HSC4404- Crisis Intervention
- (8) HSC4581- Health Promo & Planning
- (9) HSC4608- Critical Thinking in Health Professions
- (10) HSC4932- Topics in Health Professions.

Academic Learning Compact

The Division of Health Care Management has identified seven outcomes that are desired in each student enrolled in the program. Students should become familiar with these outcomes and the methods that will be used to assess them.

Intended Program Student Learning Outcomes (Updated 02/2018)	Direct and Indirect Measures	
	Direct Method of Assessment	Indirect Method of Assessment
Outcome 1: [Communication Skills] Students will demonstrate proficiency in written communication skills within the context of the discipline.	<u>Direct Measure(s)</u> (1) Course embedded assessment graded by rubric	<u>Indirect Measures</u> (1) Preceptor Evaluation
Outcome 2: [Critical Thinking Skills] Students will demonstrate the ability to use critical and strategic thinking skills in analyzing, evaluating, and synthesizing information within the discipline.	<u>Direct Measure(s)</u> (1) Course embedded assessment graded by rubric	<u>Indirect Measures</u> (1) Preceptor Evaluation
Outcome 3: [Content/Discipline Knowledge and Skills] Students will demonstrate knowledge of concepts and theories related to health care management.	<u>Direct Measure(s)</u> (1) Course embedded assessment graded by rubric	<u>Indirect Measures</u> (1) Preceptor Evaluation
Outcome 4: [Technology Literacy] Students will demonstrate proficiency in the use of technology to access and present information in the context of the discipline.	<u>Direct Measure(s)</u> (1) Course embedded assessment graded by rubric	<u>Indirect Measures</u> (1) Preceptor Evaluation
Outcome 5: [Professional Behavior] Students will demonstrate professionalism in their interactions with healthcare professionals within the field.	<u>Direct Measure(s)</u> (1) Course embedded assessment graded by rubric	<u>Indirect Measures</u> (1) Preceptor Evaluation
Outcome 6: [Graduate School Preparedness] The program will prepare students for entry into graduate level education.	<u>Direct Measure(s)</u> (1) Student Graduation Reports	<u>Indirect Measures</u> (1) Exit Survey
Outcome 7: [Student Service Activity] Students will join and participate in the Student Health Care Management Association (SHCMA).	<u>Direct Measure(s)</u> (1) Course embedded assessment	<u>Indirect Measures</u> (1) Exit Survey

Academic Advisement

Academic advisement is a critical component of the educational process at FAMU and in the Division of Health Care Management. Based on their last name, each student is assigned to an advisor. The advisor should be the student's first line of communication in addressing academic, professional, and other issues. The academic advisor serves an essential role in guiding students in their matriculation through the curriculum to complete the program in a timely manner. Academic advisement is a two-way responsibility between the student and the advisor. The student has the responsibility to seek and follow advisement recommendations. Faculty are available to provide students with health care management-specific career guidance. However, comprehensive career planning and placement can be obtained through the FAMU Career and Professional Development Center. <https://cpdcenter.famu.edu/>

School of Allied Health Sciences Policies

All policies and forms can be found on the SOAHS webpage under the Office of the Dean, Student Affairs and Policies.

<https://ahealth.famu.edu/departments-and-centers/office-of-the-dean/studentaffairs.php>

Class Attendance

Students are expected to make the most of the educational opportunities available by regularly attending classes. Therefore, the University reserves the right to deal with individual cases of non-attendance.

Students are responsible for all assignments, quizzes, and examinations at the time they are due and may not use their absence from class as a plea for extensions of time to complete assignments or for permission to take make-up examinations or quizzes.

Absence from class for a cause: (a) participation in recognized University activities, (b) personal illness properly documented, or (c) emergencies caused by circumstances over which the student has no immediate control will be excused by the Dean or Director.

Class attendance is compulsory for all students. A student will be permitted one unexcused absence per credit hour of the course he/she is enrolled in. If this number of unexcused absences is exceeded, the student's course grade may be reduced by one letter grade.

Student Code of Conduct

For reference on the Florida A&M University Student Code of Conduct please refer to The FANG – Student Handbook, Florida Regulation 2.012.

<https://ahealth.famu.edu/departments-and-centers/office-of-the-dean/STUDENT%20HANDBOOK%20-%20FANG%20-%202012-2014.Updated%208.22.13.pdf>

Student Complaints and Grievances

All students have a right to complain/grieve a grade, an academic decision/action, or any non-academic issue. Students must provide evidence of error, miscalculation, omission, or other action negatively impacting the grade received or the student individually. Students are expected to follow established procedural guidelines. Visit the SOAHS web page for complete details. <https://ahealth.famu.edu/departments-and-centers/office-of-the-dean/studentaffairs.php>

Disruption of the Academic Process (Non-Clinical)

Disruption of the academic process is defined as the act or words of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member: a) directs attention away from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, examination or academic discussions, or b) presents a danger to the health and/or safety of the faculty member or other students.

Student with Disabilities

For policies on ADA, refer to the Equal Employment Opportunity Programs link below.

<https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/equal-opportunity-programs-and-labor-relations/americans-with-disabilities-act.php>

Student Dress Code

Students are expected to display an appropriate level of judgment with regard to personal hygiene, grooming and dress. Dress must be in line with the SOAHS Dress Code. Click the link below for the Dress Code.

<https://ahealth.famu.edu/departments-and-centers/office-of-the-dean/pdf/SOAHS%20Dress%20Code%20Policy%20121321.pdf>

The above dress code will be in place on a daily basis for all students in the pre-professional and professional level courses in the School of Allied Health Sciences. A stricter code may be adopted by each division based on requirements for clinical and internship experiential. In addition, certain courses may have a specific dress code requirement, which will be outlined in the course syllabus. **Students violating this dress code may be subject to dismissal from the class and may not return until that violation is corrected.**

*Exemptions may be granted with appropriate documentation.

Academic Honesty

The policy applies to any student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written, verbal or electronic information from a fellow student.

Additionally, it shall include stealing, buying, selling, or referring to unauthorized written, oral or electronic information (e.g., plagiarism). Further, it may also include circumstances that may arise during clinical or professional experiences such as violation of HIPPA laws and regulations, and all other conduct unbecoming of a professional student (i.e., ethical, moral and/or legal). For details, refer to the link below.

<https://ahealth.famu.edu/departments-and-centers/office-of-the-dean/studentaffairs.php>

Incomplete Grades

A student who is passing a course, but has not completed all of the required work by the end of the term, due to some unforeseen circumstance, may, with the permission of the instructor, be assigned a grade of “I.” In order to assign an Incomplete grade, the Incomplete Grade Request Form must be completed by the instructor, student and Division Director. The following guidelines apply:

- Grades of “I” are not assigned to any course that a student fails to attend or if a student withdraws from the university.
- A student should not register for a course(s) in which incomplete grades have been received. **If he or she does, the original “I” will automatically be changed to a permanent grade of “F.”**
- Incomplete “I” grades will not count as hours attempted in computing cumulative grade point averages.
- It is the responsibility of the student to make arrangements with the instructor for removal of an incomplete grade.
- All incomplete grades must be removed by the last day of classes of the term in which the student is next enrolled, or **the grade will automatically change to an “F.”**

Registration, Matriculation & Financial Aid

Registration

Registration dates are posted on the university website, www.famu.edu. Students are responsible for complying with all regulations governing registration, change-of-schedules (drop/add), tuition payment, and other FAMU requirements. Failure to register for a course or courses by the close of the formal registration period (the registration period prior to the first day of classes) will result in the assessment of a late registration fee. No student will be permitted to register after “the last day to register,” as listed in the university calendar. The payment of all tuition and fees is an important part of the registration process. A student is not enrolled or registered until all necessary fees are paid and validated by the Office of Student Accounts. Please refer to the Registrars’ Office website. <https://www.famu.edu/academics/registrars-office/index.php>

Registration Holds

A student may be placed on a “registration hold” for a variety of financial and administrative reasons. Students are notified of registration holds prior to each registration period and are required to clear all holds before being allowed to register for classes. Please see the *iRattler* Schedule of Classes for a detailed description of all hold codes. Log in to *iRattler* to access this information.

Financial Aid

<https://www.famu.edu/students/office-of-financial-aid/index.php>

The Office of Financial Aid remains committed to administering financial aid regardless of race, national origin or ancestry, age, sex, religion, handicap, color, marital status, or veteran status. The Free Application for Student Financial Aid (FASFA) is available upon request. You may also apply via the internet at <https://fafsa.ed.gov/> for further information, contact the Office of Student Financial Aid.

General Education Approved Course List

Students entering Florida A&M University in **2015-2016** must complete at least one course from the core list for each subject area - Communication, Humanities, mathematics, natural science, social science, and other general education requirement. “Completion of both the general education core and remaining university-specified general education courses are required for completion of an undergraduate degree” (8.005 BOG; 1007.25(3) F. S.).

Students are required to complete a total of 36 credit hours of general education as indicated below with a “C” grade or above, unless otherwise noted by the academic program in relation to natural science courses. For details refer to the link below.

<http://catalog.famu.edu/content.php?catoid=6&navoid=350>

Graduation Requirements

To be eligible for a bachelor’s degree in Health Care Management, the student must have completed a minimum of 120 credit hours. These hours must include the State General Education requirements, as well as the FAMU and program requirements. Two units of the same foreign language in high school or 8 credits in college are required for graduation. Students must apply for graduation online through *iRattler* by the designated date.

<https://www.famu.edu/academics/registrars-office/graduation-requirements-and-procedures.php>

School of Allied Health Sciences and Division of Health Care Management

Calendar of Activities

Student Forums and HCM Division Meetings

Twice a year the School (SOAHS) holds mandatory Student Forums. The meetings are designed to inform students about important policies, news and upcoming events. Sometimes a guest speaker is invited to address the student body. All students and faculty are required to attend. Usually one forum is held during the fall and one during the spring semester.

HCM division-wide student meetings are held once or twice per year as needed. These meetings are mandatory and provide an opportunity to disseminate critical information, discuss issues and obtain student feedback. Meeting notifications are posted throughout the Lewis-Beck building and will be communicated via faculty, staff, Canvas and other avenues.

Annual Pinning Ceremony

Each spring semester, the SOAHS hosts a Pinning Ceremony to acknowledge all students graduating that calendar year. Additionally, the School recognizes alumni and students who have made significant contributions. A discipline-specific, specially designed lapel pin is presented to each graduate. This event is usually held during commencement week in April or May.

Lecture Series and Forums

The Division hosts several lecture series, panels and forums to enhance the learning experience and exposure of the students. These are termed Career Building Activities (CBAs).

S. Tanner Stafford

Since 1982, the Division of Health Care Management gathered for the first time to pay tribute to the late Mr. S. Tanner Stafford and to recognize his contributions to healthcare. Mr. S. Tanner Stafford was a highly respected and recognized leader in the field of hospital administration. Each year a male leader in healthcare management is invited to offer words of wisdom to the student body. Dr. Donald T. Watson and Ms. Miaisha Mitchell established this lecture series.

Florence S. Gaynor

This lecture series honors the contributions of the late Florence S. Gaynor who was our nation's first African American female hospital administrator, and the first female president of the National Association of Health Service Executives (NAHSE). A female leader in healthcare management is invited to offer words of wisdom to the student body. Mr. Nathaniel Wesley, Jr. and the Student Health Care Management Association established this lecture Series.

C-Suite Leadership Forum

Established by alumnus Tonnette Graham in 2019. This forum takes the format of a panel discussion. Panelists will be executive-level administrators (i.e., "chief" officers) of various types of health care organizations. This forum is held annually.

Post-Graduate Fellowship Panel

Established in spring 2021, several early careerists who completed an administrative fellowship will be invited to share their experiences. This panel will be held annually.

Organization Information Sessions

Various health care organizations will make presentations to the students and provide an overview of the organization. Additionally, they will discuss the available career opportunities, such as internships, fellowships, and entry-level employment positions.

Student Organizations

Student Health Care Management Association (SHCMA)

The SHCMA is the official organization for students majoring in Health Care Management. Its' purpose is to promote the art and science of Health Care Management and to increase awareness about careers in the field. Membership is composed of professional and pre-professional students.

Elected offices are President, Vice-President, Secretary, Treasurer, Historian and Parliamentarian. There are several committee positions.

Professional Organizations in Health Administration

American College of Healthcare Executives (ACHE) is an international professional society of 30,000 healthcare executives who lead our nation's hospitals, healthcare systems, and other healthcare organizations. ACHE is known for its prestigious credentialing and educational programs. It hosts an annual Congress on Healthcare Management, which draws more than 4,000 participants each year. ACHE Student Associates can obtain valuable career information and gain a competitive edge, through ACHE's countless resources. By joining ACHE while matriculating in school, students will experience the excitement of discovering and understanding the healthcare management profession. Visit their website at, www.ache.org.

The National Association of Health Services Executives (NAHSE) is a professional organization with student membership. NAHSE is a non-profit national association of African American health care executives. It was founded in 1968 for the purpose of promoting the advancement and development of Black health care leaders and elevating the quality of health care services rendered to minority and underserved communities. Since its inception, NAHSE has sponsored local and national programs and projects designed to improve quality, access and availability to health services and to expand educational opportunities in the field of Health Services Administration. NAHSE's purpose is to ensure greater participation of minority groups in the healthcare field. Its basic objective is to develop and maintain a strong viable national body to more effectively have input in the national health care delivery system. For more information: www.nahse.org.

Students are encouraged to join ACHE and/or NAHSE and to participate in the opportunities available for student members.

Division of Health Care Management
Bachelor of Science Degree in Health Care Management
Frequently Asked Questions

Q: What is Health Care Management (HCM)?

A: Health Care Management is a profession that applies administration concepts to manage the resources of health care facilities.

Q: What do health care management professionals do?

A: Health Care Management professionals plan, organize, direct, control, and coordinate the resources of health care organizations. Health care managers ensure that health care is provided in a cost-effective and humane manner.

Q: Is the Health Care Management program accredited?

A: Yes. The HCM program has been fully certified by the Association of University Programs in Health Administration (AUPHA) since 1984.

Q: What is the admissions process?

A: The Bachelor of Science in Health Care Management curriculum is divided into a pre-professional curriculum and a professional curriculum. Eligibility for the professional curriculum includes successful completion of 90% of the pre-professional courses. Specifically, students must satisfy the General Education and foreign language requirements.

Q: Is an internship required to complete the program?

A: Yes. A twelve-week administrative internship is required to complete the degree program. Students must enroll in the internship course (HSA4850) to receive credit. Examples of internship placement sites include hospitals, clinics, government agencies, nursing facilities, mental health centers, and community-based health care organizations.

Q: Is a criminal background check required prior to internship placement?

A: Yes. **Students must pay for and submit to a criminal background check.** Students must be cleared to be eligible for an internship placement.

Q: In what settings do HCM graduates begin their careers?

A: Clinics, Health Insurance Companies, Healthcare Associations, Hospitals, Skilled Nursing Facilities, Assisted Living Facilities, Group Practices, Mental Health Clinics, Rehabilitation Centers, Managed Care Organizations, Government Agencies, and Community Health Centers.