

**HEALTH SYSTEMS MANAGEMENT
PROCESS FOR COMPLETING THE CULMINATING EXPERIENCE—Draft 6/15/09**

Effective Fall 2009

All students in Health Systems Management are required to write and orally defend a Public Health Analysis (PHA) in order to complete the culminating experience required by the school for graduation. An outline of the Public Health Analysis is attached.

Preparing the PHA

TASK	DATE	DETAIL	DOCUMENTS
Prepare for PHA submission	During practicum experience	Student Reviews Contents Summary, Evaluation Form, and list of competencies. Student assesses projects that might be appropriate topics and related competencies for the PHA	Student reviews: - PHA Contents Summary - PHA Evaluation Form - List of competencies
Submit PHA Proposal for approval	At the beginning of the semester when the student plans to complete the Public Health Analysis in Health Systems Management: Due dates 2009-10: Fall: August 31 Spring: January 18 Summer: May 31	Student submits an electronic PHA form (Notification of Intention to Complete Culminating Experience) to the Program Coordinator. -including the title of the PHA, a brief abstract or description of the paper, a working bibliography of at least three references, and a list of competencies to be developed through the writing of proposed PHA).	Student fills out: - PHA Form-Notification of Intention to Complete Culminating Experience and related competencies
PHA Proposal Review and Acceptance	Within 1 week of submission	-Program Directors will review the submitted PHA forms and approve the proposal. -Proposals that are not acceptable will be returned the student for revision and return.	
Mentor Assignment	Within 2 weeks of submission Within 48 hours of assignment	-Program directors assign a faculty mentor for each student and inform the student of the assignment. - Students with any concerns about their assigned mentor may ask the Program Director to re-assign them to a different mentor -Program directors forward student documents to assigned mentors	PHA form -Competency Form
Coordination with mentor	Within 3 weeks of submission	-Student contacts assigned faculty mentor to discuss proposed topic and to obtain additional feedback. -Students may begin to write their PHAs only after contacting their assigned mentor.	

PHA Development	Next 2 months	Student develops PHA which should generally include the elements outlined in the attached "Contents of the Public Health Analysis in HSM".	Contents of the Public Health Analysis in HSM (PHA Contents Summary)
PHA Report Submission	Due date- Fall: November 2 Spring: March 29 Summer: July 12	Each student will submit a copy of the draft of the PHA to his or her faculty mentor on or before the due date each semester	-PHA Report including abstract -Updated Competency Form
PHA Report Evaluation and Feedback by Mentor	Due date- Fall: November 8 Spring: April 5 Summer: July 19	-Mentor will review and grade the PHA within one week of its receipt from the student -Mentor will inform student of the outcome of the evaluation. -If the student passes the written PHA, the mentor will send the student's name and the draft of the approved PHA to the Program Directors for assignment of a defense team and date	-Mentor Evaluation Sheet
Revision of PHA (if required)	Within one week of evaluation result	If the PHA is not acceptable, the student will have one week to revise and resubmit to mentor. -If acceptable, the revision will be sent to the Program Directors for the scheduling a defense team and date If the revision is not acceptable the student will be required to complete the PHA the following semester. -The student may have the option of requesting a second reader.	- A student who does not pass the PHA in the second attempt will fail the Culminating Experience. -The student may be required to take a written comprehensive exam
PHA Oral Defense Dates	Due date Fall: November 16 Spring: April 12 Summer: July 19	By Monday of the week of the oral defense, the program directors will schedule students defense date and times Students will be assigned to a three member evaluation team	
30 minute PHA Presentation	Defense dates Fall: November 20 Spring: April 16 Summer: July 26	The defense will include: - a15-20 minute presentation - 10 minute question and answer session by team and audience. -The defense will be in the format of a management presentation to a Board of Directors or to another high-level management body of a community, public health, or health care organization. presentation -Students should plan to use power point slides and provide handouts as appropriate. -PHA oral presentations will be open to any students, faculty and practitioners from outside the	-PowerPoint Slides -Evaluation Form (including assessment of competency progress)

		department who wish to attend.	
PHA Oral Defense Re-take	Retake dates Fall: November 30 Spring: April 23 Summer: July 30	-In case of a non-passing grade in the oral presentation, the student will be given feedback on how to improve the presentation in the future. -The student will be allowed to present the work on a scheduled make up day in the following week. -The student might not be evaluated by the same team as was used in the original defense.	
PHA Oral Defense Evaluation	Upon completion of the PHA oral defense	Student and guests are excused and defense team evaluates the student's performance using a scale of 1 (inadequate) to 3 (outstanding) on all listed competencies including any competencies identified by the student. The faculty mentor will collect all the votes and calculate the final score. To pass the oral component of the PHA, two of the three evaluators must award the student a 2 or better on each competency evaluated.	-Evaluation Form for the Oral Defense of the Culminating Experience
Student Feedback	After final vote is completed- 5-10 minutes	Student will be given feedback on performance by evaluation team	
Certification of Completion of Culminating Experience	Within 24 hours of completion of Oral Defense	Faculty team leaders will be responsible for collecting the PHA evaluation forms and obtaining signatures from the other two team members. The PHA Evaluation forms along with the final copy of the approved written PHA and the presentation slides will be retained on the Department for file.	