

Placement Procedure and Schedule of Deadlines for Health Care Administration (HCAD) 2021-2022 Cohort: Student Version

STEP 1

~~**THURSDAY, APRIL 23, 2020 (EVENING):** Attend the Practicum Open House that is held in conjunction with the Spring Banquet each April. This Open House will allow the opportunity for you to network and meet with various practicum site representatives to find out more about each organization and their structure, environment and culture. By attending this event, you will be better equipped to make decisions about what kind of facility you are interested in and where you may want to spend your practicum year.~~

STEP 2

Review the material describing the facilities currently available on the HCAD website. We will update the information throughout the spring semester with final updates by **May 31, 2020**. You will note that there is a variety of information available about the facilities on our website. Some have links to facility websites. You may also be able to find additional information via an internet search. Additional information about the facilities is available directly from the facilities. If you have any additional questions you can contact the facility or the HCAD Practicum Coordinator.

STEP 3

BEFORE FRIDAY, JULY 31, 2020: Schedule tours/informational visits with sites that you're interested in (no limit). The purpose of these visits is to allow students to get first-hand information about preceptors and facilities in order to help them decide which ones they will make application to. Such visits will be by appointment. Students are responsible for their own travel arrangements and costs associated with these visits.

STEP 4

ON OR BEFORE FRIDAY, JULY 31, 2020: Following visitation tours, each student must select three, **and only three**, facilities to which he/she wishes to apply for practicum placement. *You must submit your applications to the facilities by **FRIDAY, JULY 31, 2020**.* The preceptor at his/her discretion may disregard late applications. Applications include the following: cover letter, resume, unofficial transcripts (obtained/printed from CampS) and two (2) letters of reference. Please reference the practicum site list for the person and address that your materials should be sent to.
You should be referring to the HCAD website to determine where to send your application.

STEP 5

Between **MONDAY, AUGUST 3 and FRIDAY, SEPTEMBER 4, 2020**, the **STUDENT** must contact the preceptors of the facilities to which he/she has applied and arrange for a personal interview which shall be at the mutual convenience of the preceptor and the student.

All interviews should be completed by the **SEPTEMBER 6, 2020** deadline. The student will be responsible for his/her own transportation and other arrangements and costs associated with the interview process. Students who fail to complete interviews by the deadline may be eliminated from consideration for the practicum position being sought.

STEP 6

By **FRIDAY, SEPTEMBER 11, 2020** each student must submit the list of three facilities to which he/she has applied to the HCAD website: <https://hcpracticum.apps.uwec.edu/> Select student login and use the pulldown menu. You will rank the facilities as **first, second and third choices**. Failure to meet the deadline may result in the student being eliminated from the initial placement process.

STEP 7

By **FRIDAY, SEPTEMBER 11, 2019** each facility will submit a list of students they find acceptable for the practicum. The students on the list will be ranked as to **first choice, second choice, and third choice, etc.** Facilities have the right at this point to reject an applicant outright, so no guarantee of placement can be made and none is implied.

STEP 8

Upon receipt of the acceptance lists from the affiliated facilities, the Health Care Administration faculty will utilize software to match students with institutions per the expressed preferences.

STEP 9

By **FRIDAY, OCTOBER 2, 2020** students and preceptors will be informed via email of either their matched placement OR of a match not occurring. In past years, approximately 60-70% of students are matched in this round.

STEP 10

In the event that some students do not receive placements in the first round of matching and positions remain open in other partner facilities, the Practicum Coordinator will arrange negotiations for the possible appointment of the student to an available site (aka "Round Two"). These negotiations will not follow a process as described above, but rather will be arranged independently, with the preferences of the students, sites, and HCAD program *considered*.

Students who were notified on or before October 2, 2020 of Round Two status will be given a hyperlink to sign up for an individual meeting with the practicum coordinator within the following two to three weeks. Process will be described **in detail** at that time with matches occurring as soon as possible, ideally prior to the end of fall semester.

STEP 11

In the event that a student is unable to secure a placement for the practicum, the following alternatives may be considered.

- a. Wait until the next year's placement cycle and reapply. It is possible that a student would be accepted on the second application, especially if he/she had spent the intervening time repeating courses in which he/she had poor grades, and/or working in a job related to health care administration.
- b. Change your major. As the program is structured, the most logical choice is a business major with a health care-related minor (e.g. gerontology, public health). ARCC advisors and HCAD faculty will assist to the best of our ability in aiding in the transition.