

HEALTH CARE ADMINISTRATION, COMPREHENSIVE MAJOR

(Code 660-054)

University Requirements

Code	Title	Credits
GRADUATION REQUIREMENTS FOR BACCALAUREATE DEGREE		
Credit Requirements		
	Minimum total for graduation ¹	120
	Upper division credits (courses numbered 300 and higher)	39
	Liberal Education Core	36
Academic Concentrations		
Grade Point Requirements ²		
	Total	2.00 average
	Resident	2.00 average
	Major	2.00 average
	Minor	2.00 average
	Certificate	2.00 average
University Residency Requirements ³		
	Minimum total	30
	Senior year	23
	Major, Standard, upper division in residence	12
	Major, Comprehensive, upper division in residence	21
	Certificate	25 percent of credits

Procedures Required for Graduation

Obtain admission to the degree program and/or the College offering it.

Apply for graduation on CampS.

¹ Certain programs exceed this minimum.

² See special requirements in each College.

³ See special requirements for the College of Education and Human Sciences.

Liberal Education Core

The University of Wisconsin-Eau Claire measures learning outcomes to ensure that its graduates have achieved a liberal education and prepared themselves to contribute to a complex society. Upon graduation, each undergraduate will have met the four learning goals of our liberal education core and the 11 learning outcomes they comprise.

Code	Title	Credits
LIBERAL EDUCATION CORE REQUIREMENTS		
a minimum of 36 credits		
Knowledge Goal		
	Knowledge Outcome 1 (K1): Natural Sciences	Two (2) learning experiences
One experience in laboratory science must be selected from either K1 or K2.		

Knowledge Outcome 2 (K2): Social Sciences Two (2) learning experiences

One experience in laboratory science must be selected from either K1 or K2.

Knowledge Outcome 3 (K3): Humanities Two (2) learning experiences

Knowledge Outcome 4 (K4): Fine Arts One (1) learning experience

Skills Goal

Skills Outcome 1 (S1): Written and Oral Communication Two (2) learning experiences

One S1 must meet the University Writing Requirement

Skills Outcome 2 (S2): Mathematics One (1) learning experience

One S2 to meet the University Mathematics Requirement

Skills Outcome 3 (S3): Creativity One (1) learning experiences

Responsibility Goal

Responsibility Outcome 1 (R1): Equity, Diversity, and Inclusivity Two (2) learning experiences

One R1 must satisfy Design for Diversity

Responsibility Outcome 2 (R2): Global Perspectives One (1) learning experiences

Responsibility Outcome 3 (R3): Civic and Environmental Issues One (1) learning experiences

Integration Goal

Integration Outcome 1 (I1): Integration Two (2) learning experiences

Service-Learning Goal

Service-Learning 30 hours

College Degree Requirements

Bachelor of Business Administration Degree Requirements

Credits for Graduation

All candidates for the BBA degree need a minimum of 120 credits to graduate, to include a minimum of 48 semester credits in courses other than those offered by the College of Business. The Health Care Administration major is exempt from the 48-credit requirement.

Student Professional Development Program

All students pursuing a major in the College of Business must complete the Student Professional Development Workshops. The program is designed to equip students with the skills needed to present themselves in a professional manner during their job search and to other professionals once they enter their chosen careers. **Students are highly encouraged to complete the workshops prior to the end of their third semester on campus. The workshops are prerequisites for a number of 300 level courses in the College of Business Core and need to be completed prior to registration for those courses.**

The program consists of four workshops: Becoming a Business Professional, Professional Appearance, Developing your Professional Profile, and Professional Etiquette. For more information, visit the College of Business website (<http://www.uwec.edu/academics/college-business/academic-resources/student-professional-development-program>).

Grade Point Requirements

Candidates for the BBA degree must earn a minimum GPA of 2.00 in their major and in courses taken in residence. (See the special requirements for the Comprehensive Major in Accounting and Health Care Administration.) If a minor is required, or is to be listed as an official minor, the candidate must earn a minimum GPA of 2.00 in the minor.

- No course may be taken on a Satisfactory/Unsatisfactory basis as part of a major, minor, or certificate described by one of the departments in the College of Business.
- Business courses may be taken on a Satisfactory/Unsatisfactory basis only concurrent with or following completion of the student's major or business minor.

Practicum. Following satisfactory completion of all required campus-based courses, including General Education, the student is eligible for enrollment in the practicum.

The practicum, consisting of 50 weeks in an affiliated health care institution, is started at the beginning of the summer session. Students are enrolled at UW-Eau Claire for the courses taken while at affiliated institutions and pay full fees to the University. Students in the practicum receive a provider-sponsored stipend.

Positions for practicum experience are highly competitive. The University does not guarantee placement in the practicum but does aid the student in every way possible. Since academic achievement plays a part in selection of students for the practicum, resident and total GPAs above the 2.75 minimum are recommended. Application to practicum positions occurs one year prior to the practicum starting date.

Admission Requirements

Admission to the Health Care Administration Program

Students intending to major in Health Care Administration should indicate their area of interest when they apply to the University so they may be admitted as "Pre-Health Care Administration." Students may declare "Pre-Health Care Administration" at any time, but must formally apply for acceptance into the Health Care Administration program. The deadlines for filing applications to the Health Care Administration program are posted each semester in October and March, following group information/application meetings. In order to be considered for admission to the Health Care Administration Program, the student must:

1. be declared as Pre-Health Care Administration.
2. complete all application materials (essay, application, proposed degree plan with desired practicum cohort year).
3. have a resident and total GPA of at least 2.75.

Other data that may be utilized by the HCAD Admissions Committee include high school rank in class, previous collegiate records, and standardized tests such as ACT or SAT.

Enrollment in this program is limited and competitive. Students who are not admitted may reapply for a future cohort year assignment, or may consider an alternative course of study.

Practicum Cohort

At the time of admission to the program, students are assigned to the practicum cohort for a specific year. Application to specific practicum sites occurs the year prior to placement, and there is a competitive application process for practicum sites among admitted students. More information about this process may be found on the Health Care Administration program website

(<http://www.uwec.edu/academics/college-business/departments-programs/management-marketing/academic-offerings/majors-minors/health-care-administration.cfm>). Even if placed at a practicum site, students must meet academic standing requirements and have completed all non-practicum course work before being allowed to move forward. If the student's degree plan changes such that more time is required to complete non-practicum course requirements, students may be reassigned to a future cohort.

Transferring Students

Any student anticipating transfer to UW-Eau Claire for the Health Care Administration Program is urged to consult the university Admissions Office as early as possible for information about GPA and course requirements for admission and for the degree requirements. Official review of the student's academic record is made by the Admissions Office. Transfer students may declare Pre-Health Care Administration when transferring, or may apply for acceptance into the Health Care Administration program as described above prior to transferring to the university.

Student Background Check and Health Requirements

State law requires background checks on all students placed at the clinical practicum sites. All students accepted into the program must complete the Wisconsin Department of Health and Family Services Background Information Disclosure, as well as a release for a Wisconsin Department of Justice Criminal Background Check. Non-resident students must also have background checks completed in their state of residence. Additional information regarding the Wisconsin Caregiver Program can be obtained from the Wisconsin Department of Health Services website (<https://www.dhs.wisconsin.gov/caregiver>).

Within 90 days prior to beginning the practicum experience, the student must have a physical exam to provide evidence that the student is free from infectious disease and evidence of a TB skin test. A chest X-ray is required if the TB skin test is positive. It is also recommended that students be vaccinated annually against influenza. Students are not permitted to participate in clinical course work unless all immunizations, TB tests, and background checks are current.

All expenses associated with background checks and health requirements are borne by the student unless the Student Health Service specifically indicates otherwise. Students are not covered by health or accident insurance by UW-Eau Claire, the practicum facility, or the practicum institution. In addition, workers' compensation insurance does not cover students while engaged in clinical practice. For example, if a student suffers a needle stick or is hurt while in practicum, they will need personal health insurance to cover medical bills.

Readmission to the Health Care Administration Program

Students who withdraw from the program and wish to return for completion must send a letter requesting readmission to the Management and Marketing department at least three months in advance of the desired readmission date.

Applicants must meet the current admission requirements of the Health Care Administration program. Consideration will be given to the length of absence, the student's ability to achieve, and availability of space in the student's desired practicum cohort. If readmission to the program is granted, the remaining program will be planned as considered best for the student and according to the current curriculum.

Termination from Program

A student may be terminated from the Health Care Administration program for any of the following reasons:

1. Failure to maintain good academic standing within the university.
2. Failure to demonstrate the potential for consistently safe, responsible, and ethical professional practice.
3. Likelihood that a student's condition, presentation, or prior experience will adversely affect the student, other persons, the University, an agency or site used for practicum, or the patients or residents served.

If a student demonstrates deficiencies during the practicum experience that the faculty or practicum supervisor determine to be clearly unsafe or unprofessional behavior, the student will be immediately removed from the practicum situation.

A student who has been notified of termination from the program may appeal for reinstatement. This policy applies to termination from the Health Care Administration program only. A student's status within the University remains subject to University academic standing policies.

Costs

Health Care Administration is a professional discipline, and students enrolled in the program must anticipate some additional costs that are directly related to the Health Care Administration program. These include textbooks, health requirements, technology costs (e.g. laptop and internet access), and transportation and lodging associated with the practicum experience and learning modules.

Major Requirements

The Health Care Administration program at UW-Eau Claire offers bright and committed students the opportunity to work with faculty who are dedicated to preparing leaders in a wide variety of health care organizations and to the individual development of each student. The goal is to prepare students to make a positive difference in the lives of others by joining efficient management practices with dedication to service.

This program focuses on the post-acute care continuum of health care institutions and services. For students who want to enter the acute care sector (hospitals), this program has proven an excellent preparation for the graduate education required.

All Health Care Administration students complete a 12-month practicum experience at one of the many affiliated health care facilities in Wisconsin, Minnesota, Illinois, and Iowa. Graduates are thereby ready upon graduation to begin performing as leaders and managers in health care. The Health Care Administration program is accredited by the National Board of Examiners for Long Term Care Administration. Graduates of the Health Care Administration Program are eligible to take the Wisconsin, Minnesota, and 14 other states' licensure examinations for Nursing Home Administrators (NHA). Most other states accept graduates from this program for licensure on an individual review basis.

Scholarships. Several scholarships are available to students in the Health Care Administration major. Additional information may be obtained from the College of Business website (<http://www.uwec.edu/academics/college-business/academic-resources/scholarships>) or by visiting the Financial Aid website (<http://www.uwec.edu/finaid/scholarships>).

Health Care Administration major proficiency requirements

Proficiency requirements include basic prerequisite courses and/or competencies for the major. These are not counted as credits in the major.

BIOL 151	Biology of Humans	4
BIOL 196	Human Nutrition	3

ECON 103	Principles of Microeconomics	3
ECON 104	Principles of Macroeconomics	3
MATH 246	Elementary Statistics	4
PSYC 100	Introduction to Psychology	3
Total Credits		20

NOTE: The university service-learning requirement is satisfied within the required practicum experience.

Requirements of the Health Care Administration major

Core Courses Related to Administration		28 Credits
ACCT 201	Principles of Accounting I	3
BCOM 206	Business Writing	2
BCOM 207	Business Presentations	2
BSAD 300	Diversity in the Workplace	1
BSAD 305	Legal and Regulatory Environment	2
HCAD 375	Fundamentals of Health Care Finance	3
IS 240	Information Systems in Business	3
MGMT 340	Organizational Behavior	3
MGMT 349	Human Resource Management	3
MKTG 330	Principles of Marketing	3
Core Courses Related to Health Care		17 credits
ECON 280	Health Economics	3
NRSNG 220	The Language of Health Care	1
HCAD 101	Introduction to Health Services Administration	1
HCAD 222	Multidisciplinary Perspectives on Aging	3
HCAD 301	Foundations of Quality Management Systems in Health Service	3
HCAD 302	Leadership and Management Practices in Health Services	3
IDIS 201	Overview of the U.S. Health Care System: A Policy Perspective	3
Health Care Administration Practicum		31 credits
Summer Session		
HCAD 400	Fundamental Field Experience Skills I	3
HCAD 420	Fund Health Care Management Competencies	3
Fall Semester		
HCAD 401	Fundamental Field Experience Skills II	6
HCAD 403	Resident Service Management	1
HCAD 404	Quality Management in Health Care	1
HCAD 405	Health Services Human Resources Management	1
HCAD 421	Health Care Admin Prof Development	3
Winterim		
HCAD 413	Health Care Rules and Regulations	1
Spring Semester		
HCAD 402	Fundamental Field Experience Skills III	6
HCAD 406	Information Use and Systems	1
HCAD 407	Financial Management in Health Care	1
HCAD 408	Marketing and Public Relations in Health Services	1

HCAD 422 Strategic Health Care Leadership Practices 3

Minimum grade and GPA requirement

- Students who earn lower than a B- (B Minus) in BCOM 206 must complete BCOM 216 with a grade of C or above.
- Students must earn a B- or higher in BCOM 207 .
- Students must complete all required courses for the major with a grade of C- or above.
- Overall GPA must be at least 2.75.
- No course required for the degree in health care administration may be taken on a satisfactory/unsatisfactory basis.

HIP Assessment

Health Care Administration majors must complete the High Impact Practices (HIP) assessment during their last semester.