

IUP Graduate Handbook

Health Services Administration

A Master of Science program offered jointly by:

Department of Employment and Labor Relations

and

Department of Nursing and Allied Health Professions

Handbook Updated 2020

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Introduction and Welcome

Welcome to the Health Services Administration program Graduate Student Handbook! The goal of this handbook is to provide information about services and activities that will enrich your graduate experience and facilitate the practical aspects of receiving an education here.

In the handbook, you can find information on enrolling in courses, degree requirements, financial support, student services, campus resources, and employment/career services.

Indiana University of Pennsylvania

Founded in 1875, IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community.

IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college.

Nearly 12,000 undergraduate and graduate students are enrolled in our accredited and nationally recognized programs, enjoying traditional and non-traditional classroom experiences, engaging in research and service activities with their faculty mentors, becoming lifelong learners, preparing for rewarding careers and productive lives, and developing leadership skills for effective citizenship.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Affirmative Action

www.iup.edu/gradcatalog

Title IX Reporting Requirement

www.iup.edu/gradcatalog

Student Conduct and Student Rights
www.iup.edu/studentconduct/policies/
www.iup.edu/gradcatalog

Health Services Administration Master of Science Program

The Health Services Administration (HSAD) Master of Science Program is offered jointly by the Department of Employment and Labor Relations and the Department of Nursing and Allied Health Professions. Both departments maintain strong programs for producing highly qualified graduates who become strong contributors to their fields. The HSAD program was created in 2006 to respond to a growing need in healthcare for administrative and academic preparation in both healthcare and employment relations. With the 2010 enactment of the Affordable Care Act, there was a legislative push to promote quality and efficiency in the delivery of healthcare through increased use of the electronic health record (EHR) and the creation of systems of care in which better quality and accountability is achieved through integrating providers into systems of healthcare delivery. The old model of care delivery by numerous independent contractor or small practice groups is gradually being replaced by integrated delivery systems that assure quality and accountability, in part, through their role as the employer of those providing care. This change requires an ever greater number of healthcare administrators with preparation in the field of employment relations.

The Master of Science in Health Services Administration prepares students for a wide variety of leadership positions within health services organizations in not-for-profit, for-profit, and government settings. The role of a health services administrator includes the specialized application of employment relations knowledge, the improvement of individual and public health, and the improvement of health delivery systems. The program provides students with an effective balance of coursework in health services, employee relations, and research methodology that would enable them to excel in this role.

Mission Statement and Program Objectives

The mission of the Health Services Administration program is to prepare students with the knowledge, skills, and values required to become leaders in meeting the demands of the ever-changing health services environment.

Program objectives include:

- Use various financing systems, organizational structures, and market strategies to achieve optimum performance in health care organizations.
- Exhibit leadership skills in conflict resolution, human resource management, change theory, interpersonal relations and effective communications.

- Manage information resources, including statistical and non-statistical analysis to assist in effective decision making.
- Analyze the ethical and legal issues influencing health care.
- Analyze the health of populations, determine health, and health risks and behaviors in diverse populations.
- Analyze legislative, regulative, and political issues and their impact on the health services.
- Conduct research that addresses health issues and focuses on outcome measurements.

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Admission

- Bachelor's degree from an accredited institution of higher learning.
- Minimum QPA of 3.0 if graduated with a BS or BA within five years of the application date. If the bachelor's degree is older than five years, the minimum QPA required is 2.6.
- Evidence of course work in statistics and research methodology and design.
- Two letters of recommendation. If bachelor's degree was earned within five years, at least one letter must be from a faculty member or the dean/director of undergraduate program. If degree is older than five years, both letters must be from employers or professional colleagues. Personal letters of recommendation are not acceptable.
- Satisfactory professional essay (minimum of two typewritten pages) to include a description of:
 - A significant professional accomplishment
 - Expectations of graduate study
 - Career goals

Graduate Admissions www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog www.iup.edu/gradcatalog

Financial Assistance

Graduate Assistantships

- (GAs) are selectively awarded to highly qualified graduate students, often on the basis of academic excellence. Full time students eligible for 20-hour or 10-hour per week GAs and some part time students may also have GA eligibility.
- www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/
- Office of Financial Aid www.iup.edu/financialaid/

Academic Advisement

Role of Academic Advisor

The faculty members are here to help you, especially your graduate coordinator. You can expect assistance in making timely progress toward your graduate degree. For more information, contact your graduate coordinator or the Office of Graduate Studies at grad@iup.edu or call 814.939.2150.

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>
University Police <http://www.iup.edu/police/> | 724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration www.iup.edu/registrar/students/registration

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by which the university will contact you with official information and you should use it for all IUP official communications. It is your responsibility to check your IUP email regularly. Visit

You can complete the master's degree in one year or take the option of one online course and one evening course over two years, or spread these courses over as many as five years. Choose what works best for you.

Required Courses

ELR/HSAD 631	Human Resource Management in the Public Sector	3 cr.
HSAD 605	Epidemiology in Health Services Administration	3 cr.
HSAD 609	Ethics and Social Issues in Health Care	3 cr.
NURS/HSAD 614		

Elective 1

Organizational Behavior/Supervision - one course from the following:

ELR/HSAD 751 Conflict Resolution
ELR 612 Labor Relations: Practice and Administration
ELR 610 Employee Rights
MGMT 613 Organizational Analysis
An approved course in Org Behavior or Supervision.

Elective 2

Leadership Theory/Interpersonal Skills in Health Care - one course from the following:

NURS 619 Leadership Strategies in Nursing
NURS 729 Nursing Administration
ELR 640 Negotiations
ELR/HSAD 751 Conflict Resolution
An approved course in Leadership/Interpersonal skills

Elective 3

Additional Elective to Support Organizational Behavior - one course from the following:

Supervision/Leadership Theory and Interpersonal Skills Elective from the courses listed above or another elective approved by the coordinator.

Note: The ELR 698 Internship course may count for either 3 or 6 credits toward the HSAD MS, and HSAD 795 Thesis is also an option that may count as either 3 or 6 credits.

Doctoral Programs

Students that anticipate continuing their education in a doctoral program could choose to complete a thesis instead of an elective course. The thesis requires six credit hours, bringing their degree total to 39 credits.

Course Descriptions

Required Courses:

ELR/HSAD 631: Human Resource Management in the Public Sector 3cr.
Provides students with an in-depth analysis of human resource management with a special examination of public sector organizations. Emphasizes the functions and issues facing the human resource professional and organizations. Course topics include the current environment in human resources, the acquisition and preparation of human resources, the assessment and development of Human Resource Management (HRM), the strategies involved in compensation administration, and collective bargaining and labor relations issues in the public sector.

HSAD 605: Epidemiology in Health

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog www.iup.edu/gradcatalog

Comprehensive/Candidacy Examinations

Candidacy/Qualifier Exam

The HSAD program does not require candidacy/qualifier exam.

Comprehensive Exam

The HSAD program does not require comprehensive exams.

Degree Completion

- o The Master of Science in Health Services Administration degree will consist of 36 credits; 39 if the student completes a thesis.
- o Application for Graduation - Graduate students apply for graduation through MYIUP. Graduate students are required to apply for graduation by the established deadlines.
 - o May Graduation: April 30
 - o August Graduation: July 31
 - o December Graduation: November 30
 - o January Graduation: December 31

For more information, view the Graduate Catalog www.iup.edu/gradcatalog

Thesis Completion

Thesis Defense Department Process or Protocol

The Health Services Administration Program requires a thesis committee of 3 faculty members, with the chair of the thesis and at least one other member of the committee from either the ELR or the Nursing Department. The third member of the committee can be from outside either of these departments with approval of the HSAD Graduate Coordinator. The thesis defense will be an open defense with students and faculty invited to attend the defense. Only members of the thesis committee will be able to ask questions during the defense.

Evaluation Outcome for Thesis

The Health Services Administration Program requires a thesis committee of 3 faculty members, with the chair of the thesis and at least one other member of the committee from either the ELR or the Nursing Department. Members of the committee will convene upon completion of the defense to determine whether the student has passed the thesis defense and the committee will agree on

the corresponding grade assigned to the Thesis. The chair of the committee will assign the grade agreed to by the committee regarding the Thesis credits. The Thesis options will be pass, pass with revisions, revise and submit, or fail. For those who pass ~~and with~~ revisions, the grade will be determined at the time of the thesis defense. A student who must revise and resubmit will receive a grade upon completion of the submission. Students who fail ~~these~~ will be assigned a grade of F and will need to repeat the thesis credits.

Effective fall 2017 for students admitted and students admitted after -Dissertation and thesis credits will be assigned Pass or Fail as the ~~final~~ outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

Ongoing Dissertation and Thesis students admitted "prior" to fall 2017 -Dissertation and thesis credits will be assigned a letter grade as the ~~final~~ outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the view the Graduate Catalog: www.iup.edu/gradcatalog

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The following University and SGSR policies can be found www.iup.edu/gradcatalog

Academic Good Standing

www.iup.edu/gradcatalog

Academic Integrity

www.iup.edu/gradcatalog

The Source: A Student Policy Guide www.iup.edu/studentconduct/thefsource/

Bereavement-Related Class Absences

www.iup.edu/gradcatalog

Continuous Graduate Registration for Dissertation and Thesis

www.iup.edu/gradcatalog

Grade Appeal Policy

www.iup.edu/gradcatalog

Graduate Fresh Start Policy
www.iup.edu/gradcatalog

