

Health Administration Practicum HLAD 4099-01

Is offered twice a year, Fall & Spring only

For senior students in their final semester, all general education courses must be complete and may only be taken with one or two other classes for a total of 9 credit hours only.

Applications for Fall are due no later than noon on **June 15**

Applications for Spring are due no later than noon on **October 15**

Completed packets include:

- 1). **Resume:** work with the Career Services Office (career@govst.edu) to perfect your resume, poorly written resumes will not be accepted. Your degree is from **Governors State University**, University Park, Illinois and is a B.H.A., **Bachelor of Health Administration**.
- 2). **Application**
- 3). **Criminal Background Check:** **Do not** submit the sealed envelope with plastic badge with your password on it. Print and scan the Results Summary **page only**. Background checks take up to **4 weeks** to compile results so plan ahead.
- 4). **Proof of Health Insurance:** a copy of your insurance card front and back.
- 5). **Proof of Professional Liability Insurance:** Insurance dates must cover the entire duration of practicum semester, purchase a one-year policy. Submit the Certificate of Insurance **page only, not proof of payment or application.**
- 6). **Unofficial GovState Transcript:** for all years showing GPA overall and in your major, this can be printed by logging into the MyGSU Portal.
- 7). **Must attend a mandatory pre-practicum orientation session with Dr. Rekhter:** You will be informed about the date of orientation within a month after submitting your application materials.
- 8). **Make a copy of your entire completed application packet to keep for yourself:** you will need it as part of your portfolio for the course.

You must be available to work a minimum of 10 hours per week between 8:00 AM & 5:00 PM Monday through Friday.

Please scan your entire completed application packet into **one PDF** file and email it to me. You will speak to your Practicum Professor regarding site placement options after you are approved for Practicum. Approval of practicum is contingent upon successful completion of courses in progress at the time of application. Failure to successfully pass a class will revoke your practicum and delay your graduation. You may register for final classes once approved and have attended Mandatory Practicum Orientation.