



DOWNSTATE  
HEALTH SCIENCES UNIVERSITY

# HCAD 6002: MHA Practicum & Capstone

Information Session Summer 2025

Jenna Noray, BA, MHA Professional Development Coordinator

Denise Bruno, MD, MPH, Chair and Associate Professor, Department of Health Policy and Management

# Info Session Agenda

- Overview of Practicum & Capstone
- Practicum E-Portfolio
- Practicum Opportunities
- FAQs
- Q&A

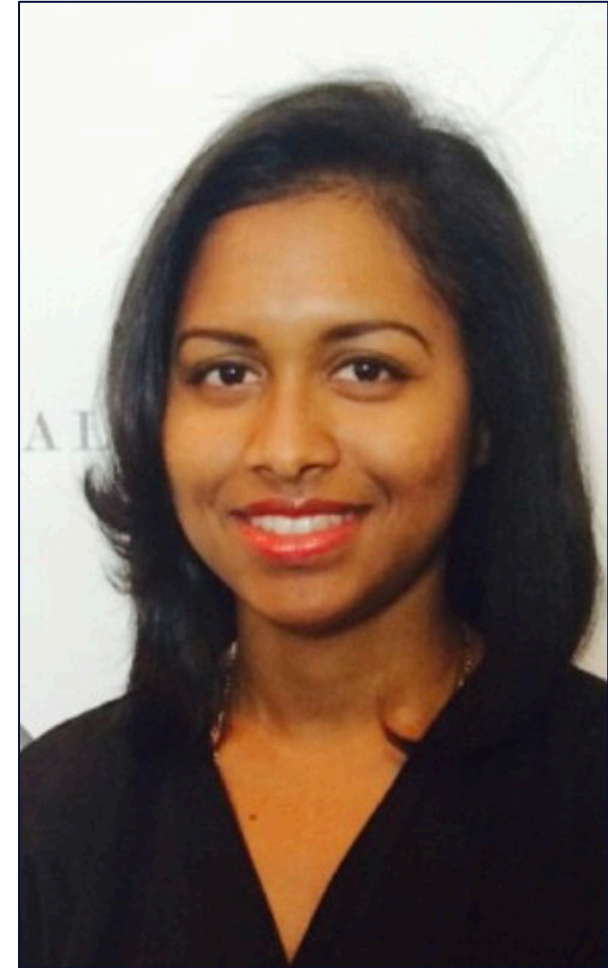


# Jenna Noray, BA

MHA Professional Development Coordinator

Jenna is an alumna of SUNY Downstate's School of Public Health. She completed her Advanced Certificate in Public Health.

She serves as the Professional Development Coordinator for the MHA students.



# Course Overview

The Practicum and Capstone is a course that provides the student with an opportunity to **apply and translate knowledge and skills learned in the classroom into practice** within a professional setting. It is a planned, supervised, and evaluated field-based experience that can take place in a variety of agencies and organizations. The course is designed to strengthen foundational domains, which are key to becoming successful practitioners and leaders. This course is 3-credit for MHA students and graded as PASS/FAIL.

# What is the Practicum & Capstone?

- **Mandatory** for all MHA students
- Emphasis on:
  - Deliverables
  - Opportunity to apply classroom knowledge and competencies to real-world setting
- Practicum arrangements can be on-site, hybrid, or remote

# Prerequisite Coursework

## MHA

Required Masters of Healthcare Administration (MHA) Foundation Courses (27 credits)

1. HCAD 5201: Introduction to Healthcare Administration (3 credits)
2. HCAD 5202: Healthcare Law and Ethics (3 credits)
3. HCAD 5203: Healthcare Finance and Reimbursement (3 credits)
4. HCAD 5204: Healthcare Quality Improvement (3 credits)
5. HCAD 5207: Health Information Systems and Technology (3 credits)
6. HCAD 5206: Strategic Planning and Marketing (3 credits)
7. HCAD 5211: Public Health Foundations (3 credits)
8. HCAD 5209: Healthcare Operations Management (3 credits)
9. HPMG 5203: Healthcare Management Concepts (3 credits)

# Requirements

Students must complete the following requirements to receive a passing grade for their Practicum & Capstone:

MHA
Practicum Proposal Form (approved by Practicum Preceptor, Faculty Advisor, & Practicum/Capstone Team)
120 hours
2 deliverables
Exit Interview
Satisfactory evaluations (Student, Preceptor, Advisor)
Capstone (Video presentation to faculty and written report about Practicum)

# Deliverables

- Survey tool
- Data entry platform/database creation
- Resource list of community resources
- Report of data analysis
- Key informant interview guide and report of results
- Abstract for conference poster or oral presentation
- Logic model
- Op-ed
- Evaluation plan or write up of evaluation results
- Proposal



# Deliverables

## MHA

Deliverables must address 5 MHA competencies

Each competency must be in a different Domain

# MHA Competencies

## **DOMAIN 1 – Leadership**

The MHA program will foster leadership, specifically ensuring that students demonstrate the ability to inspire and influence a shared vision for individual and organizational excellence and to facilitate strategies for successful organizational outcomes by utilizing ethical principles and integrity.

P1/T3. Leadership Planning. Create and execute a leadership development plan that reflects both personal and professional goals and activities to support lifelong learning and growth.

P2. Trust and Teamwork. Demonstrate an understanding of the skills required to establish an organizational climate of mutual trust and teamwork.

P3/T2. Leadership Excellence. Demonstrate the skills that are characteristic of leadership excellence, including creating and balancing a mission, vision, and value of organizational stakeholders with the value and needs of the community.

P4/T5. Ethical Analysis. Identify ethical issues in healthcare administration and analyze and resolve those issues using appropriate frameworks and principles.

# MHA Competencies

## **DOMAIN 2 – Critical Thinking and Analysis**

The MHA program will foster the ability to apply analytical concepts, tools, and problem-solving skills in healthcare administration. Students will demonstrate the ability to integrate available evidence, expertise, and assess trade-offs based on governing values in ways adaptive to the changing healthcare environment.

P5. Problem-Solving. Apply methodological approaches to problem-solving for various issues and problems across diverse healthcare settings.

P6. Evidence-informed Decision Making. Apply complex concepts and identify innovative and evidence-informed solutions.

P7. Analytical Thinking. Assess the demographic, organizational, and regulatory effects of decisions and develop strategies that improve the organization's long-term success and sustainability.

# MHA Competencies

## **DOMAIN 3 – Management**

The MHA program will foster the ability to demonstrate management skills in decision-making, human and material resource allocation, finance, and organizational operations and improvement to accomplish institutional objectives.

P8/T1. Management Functions. Apply theories and strategies of healthcare management to the routine operations and emerging issues in the health care environment.

P9/T3. Adapting to Change and Uncertainty. Evaluate changing context of healthcare administration and management, demonstrating ability to incorporate diverse viewpoints, adapt to changing priorities, and propose synergistic and evidence-informed solutions.

P10. Planning Initiatives. Demonstrate ability to plan, implement, and evaluate initiatives to improve organizational operations and outcomes.

P11/T4. Financing and Payment. Apply funding and payment principles and strategies to healthcare systems

# MHA Competencies

## **DOMAIN 4 – Equity and Social Justice**

The MHA program will foster the ability to display critical self-reflection, cultural and structural humility, and ongoing learning in healthcare administration. Students will also be able to identify and devise community-engaged solutions and practices to advance health equity and social justice amongst various stakeholders.

P12. Strategies to Address Structural Barriers. Develop strategies to address structural barriers to ensure equity, access, and inclusion in the development of organizational policies and procedures.

P13. Mitigating Structural Racism. Apply theoretical frameworks to understand and mitigate the impact of structural racism on healthcare organizations and the communities served.

P14. Understanding Organizational Contexts. Recognize and understand the historical, social, cultural, economic, environmental, and global influences that affect healthcare organizations and systems.

P15. Community Engagement. Develop one's own and the organization's priorities with the needs and values of the community.

P16. Addressing Social Determinants of Health. Identify frameworks and strategies to address health equity and the social determinants of health through healthcare administration.

P17/T6. Healthcare Equity and Inclusion. Demonstrate leadership and management skills that promote equity and inclusion in a healthcare organization.

# MHA Competencies

## **DOMAIN 5 - Communication**

The MHA program will foster students' ability to demonstrate interpersonal and communication skills that result in effective communication exchange with team members and key stakeholders.

P18. Effective Oral Communication. Demonstrate the ability to facilitate individual and group business presentations.

P19. Effective Written Communication. Develop, organize, synthesize, and articulate concepts and information in written communication.

P20. Promoting Critical Dialogue. Develop a climate of critical dialogue that supports evidenced informed decision making to support a point of view, position, or recommendation, while assessing the points of view of others.

# MHA Competencies

## **DOMAIN 6 – Public Health Foundations**

The MHA program will provide foundational understandings of public health, including core concepts on the history and essential services of public health, and relevant theories and skills for public health practice.

P21. Origins and Evolution of Public Health. Identify the origins of public health as a discipline and chart its evolution over time.

P22. Basics of Population Health. Assess the range of factors that together impinge on the wellbeing of populations and describe the ameliorative effects of preventive health interventions.

P23. Interconnectedness and Health. Demonstrate proficiency in applying principles relating to globalization, ecology, and other conceptions of connectedness to the realm of human health.

# E-Portfolio

- OneDrive shareable folder for Practicum coordinating team, student and faculty advisor
- Signed Proposal Form
- Activity Log template
- 2 deliverables
- 3 evaluation forms: student, preceptor and faculty advisor forms



# Exit Interview

- Brief meetings to ensure students are on track to completing course.
- Mandatory meetings for students:
  - Completing course that semester
  - Registered for course that semester
  - Requesting extension
- Do **not** need to complete all requirements prior to exit interview.

# Student Self-Evaluation

Please evaluate how your two deliverables allowed you to excel in your competency areas.

**Students must refer to their Proposal Form for the competencies and complete the evaluation prior to their Advisor’s evaluation.**

To receive the evaluation, reach out to Coordinator once all required documents are uploaded to the E-Portfolio.

First Work Product:

Description of First Work Product:

List Corresponding Competency/Competencies

Competency 1:	<input type="text"/>
Competency 2:	<input type="text"/>
Competency 3:	<input type="text"/>
Competency 4:	<input type="text"/>
Competency 5:	<input type="text"/>

Please evaluate how your first work product allowed you to strengthen each of your competencies in your selected MPH/DrPH competency listed above. Rate 1-5  
(1=Unsatisfactory, 2=Needs Improvement, 3=Satisfactory, 4=Above Average, 5=Excellent)

	1=Unsatisfactory, 2=Needs Improvement, 3=Satisfactory, 4=Above Average, 5=Excellent				
	1	2	3	4	5
Competency 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competency 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competency 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competency 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competency 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Preceptor & Advisor Evaluations

- Students are responsible for confirming Preceptor's contact information.
- Coordinator will reach out to Preceptor and Advisor to complete their evaluation.
- A **satisfactory** evaluation from all parties is mandatory for course completion.

Please list the student's MPH/DrPH competencies from as written on the student's APEX Proposal Form:

Competency 1:

Competency 2:

Competency 3:

Competency 4:

Competency 5:

Please rate the student on how well their work met the MPH/DrPH competencies listed above on the following numerical scale. Rate 1-5 (1=Unsatisfactory, 2=Needs Improvement, 3=Satisfactory, 4=Above Average, 5=Excellent)

# CAPSTONE

**Video Presentation (15 minutes) to Faculty and peers, as well as a written report regarding:**

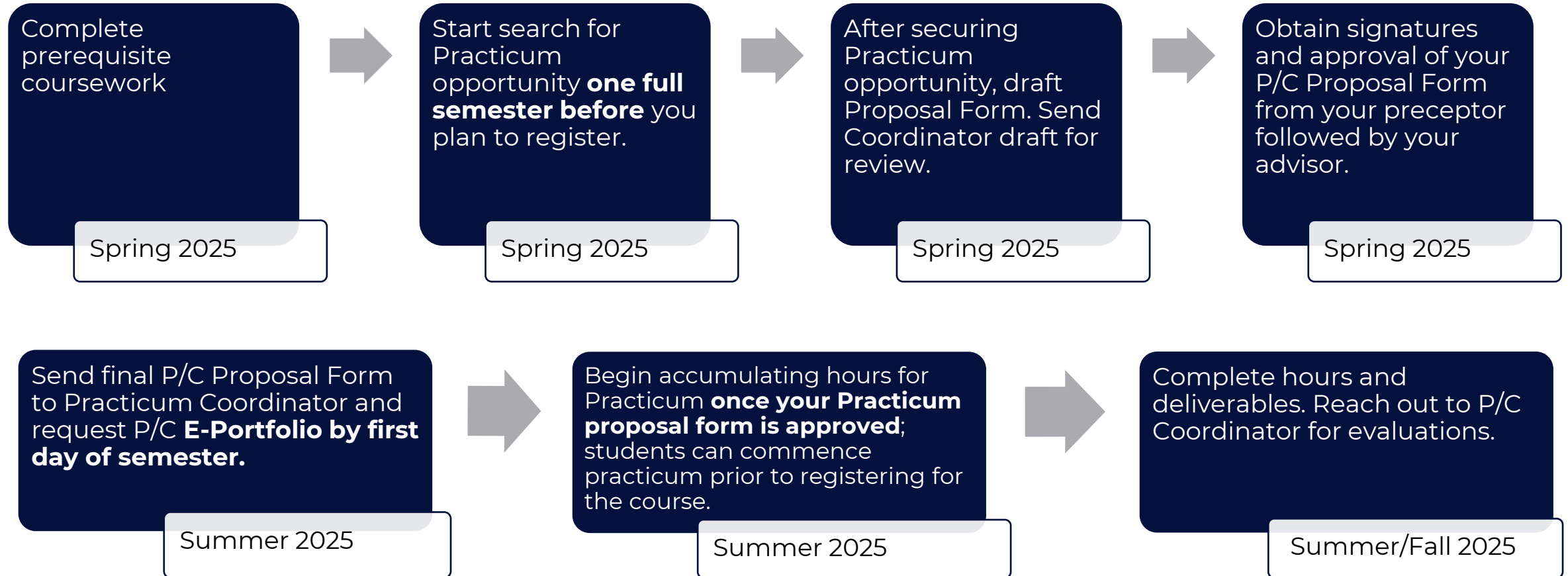
1. Purpose of your Practicum (A brief overview of your proposal)
2. How it related to your knowledge and skills learned in the program based on the competencies you chose
3. Your participation in the project (What you did)
4. Results
5. Discussion:
  1. How did you improve the project/program?
  2. Was the experience what you expected?
  3. Were there any specific barriers you encountered? What were they and how did you overcome?
  4. What would you have done better next time/lessons learned?

# Recommended Practicum & Capstone Timeline



**Throughout this timeline, keep in close communication with Coordinator**

# Example Workflow: Registering Summer/Fall 2025



# Deadlines: Summer 2025

Deadline	Requirements
June 16 <sup>th</sup>	•Proposal form due
July 14 <sup>th</sup> to July 18 <sup>th</sup>	•Exit Interview ( <i>link to schedule will be sent out the week prior</i> )
July 25 <sup>th</sup>	•Completed hour requirement and documented in Activity Log •Uploaded deliverables to Practicum E-Portfolio •Reach out to Practicum Coordinator for evaluation links
Aug 4 <sup>th</sup> to Aug 8 <sup>th</sup>	•Capstone Presentations

# Plagiarism

This is the representation, intentional or unintentional, of someone else's words or ideas as one's own. This includes using the work of another student, past or present, as well as the work of published authors. When using another person's words in a paper, students must place them within quotation marks or clearly set them off in the text and give them appropriate attribution by footnoting or references. When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, is therefore a violation of the property of the author plagiarized and of the implied assurance by the students when they hand in work that the work is their own.

**Original words and references are needed for all deliverables, including health brochures, pamphlets, literature reviews, and others.**



# FAQs

Q: Can I fulfill the Practicum at my job?

A: Yes, under these conditions:

- Practicum activities must be outside the scope of work of the student's current responsibilities
- Allows student to apply Healthcare Administration knowledge.
- Practicum Preceptor must be able to evaluate MHA competencies.

# FAQs

Q: Can I work with an external site that is not affiliated with Downstate?

A: All new sites must review and fill out a Statement of Mutual Expectations to become an eligible practicum site. Please contact the Coordinator for this form.

# FAQs

Q: What if I don't complete my Practicum during the semester I registered for it?

A: Please refer to the workflow to plan for your practicum accordingly. If you do not complete it, you will need to meet for the Exit Interview to request an extension.

For reference, students must complete all requirements within 1 year of the first day of the semester in which an incomplete is assigned.

# FAQs

Q: Can I change my deliverables after starting my Practicum project?

A: You can change your deliverables and the designated MHA competencies if you submit a completed, approved Practicum Proposal Form. This must be reviewed and signed by your Preceptor, Faculty Advisor, and approved by the Practicum Coordinator.

This should be submitted **before** the deliverable deadline.

# FAQs

Q: Can you complete the Practicum/Capstone before finishing the electives?

A: You can register for the Practicum/Capstone while completing elective courses. Ideally, you should register to take your Practicum/Capstone during your last semester to ensure you devote enough time to complete 120 hours of field experience.

# FAQs

Q: Is there a list of Practicum sites for the students?

A: We are working on compiling a list of sites and will share those with you as we go. Most students find it easier to complete the Practicum/Capstone at their current employer as long as the scope of work is unrelated to the student's current responsibilities.

# FAQs

## Q: Who do I reach out to?

A: Interim Academic Advisor: [Jenna.Noray@downstate.edu](mailto:Jenna.Noray@downstate.edu)

- Registering for Practicum & Capstone course

Practicum Coordinator: [Jenna.Noray@downstate.edu](mailto:Jenna.Noray@downstate.edu)

- Submit Proposal and request E-Portfolio (Receive clearance to commence Practicum)
- Request evaluation links
- Exit Interview/Extension Request
- General inquiries and support



DOWNSTATE  
HEALTH SCIENCES UNIVERSITY

Thank You!

Q&A