

STUDENT HANDBOOK

HEALTH PROFESSIONS EDUCATION

Master of Arts degree offered jointly by MSU's
College of Education & College of Osteopathic Medicine

Updated September 2012



HEALTH PROFESSIONS EDUCATION MA HANDBOOK: INTRODUCTION AND GOALS OF THE PROGRAM

The Master of Arts program in Health Professions Education is a professional development degree that provides a broad overview of educational leadership and administration for clinical educators across multiple disciplines and specialties. It will enable the educational leader to understand core issues of health professions education:

- Foundations of health professions education in a changing health care environment
- Principles of adult learning and their application with adult learners
- Effective assessment of learners and programs in strategic planning
- Leadership in health care systems, personnel management and team building
- Financial administration and strategic planning
- Public policy formation and legal processes making an impact on health professions education

The Master of Arts program in Health Professions Education is offered jointly by the College of Osteopathic Medicine and the College of Education at MSU. The degree is designed for experienced health practitioners who seek to expand their skills through the online study of advanced professional knowledge in teaching, learning, and leadership and management of health professions education.

Orientation and an overview of the program will be given in the pro seminar course of ED820 Health Professions Education. All students entering the program will be directed to the link for the handbook of the program upon acceptance into the program.

Students will be expected to fully participate in the online format for each class. It is expected that students will bring their experiences and competencies to the class as they interact with instructors and colleagues. Students will be expected to develop a portfolio throughout the program that will culminate in a capstone leadership project. The capstone is a field experience that will apply the program's principles of education and leadership in the student's area of practice. The student will design, implement, and evaluate the effectiveness of the capstone.

HEALTH PROFESSIONS EDUCATION MA HANDBOOK: PROGRAM OBJECTIVES

Competencies for graduates of this program include the following objectives.

- Demonstrate an understanding of key issues of health systems that drive the administration of education
- Plan strategic programs for health care and health professions education that include design, implementation, and assessment of effectiveness
- Analyze changing trends and cultural patterns in the continuous quality improvement of patient care and health professions education programs
- Demonstrate professionalism and ethical decision making in lifelong learning, teaching and administration
- Improve organizational effectiveness and efficiencies through alignment of available personnel and resources
- Integrate technology in teaching and learning

HEALTH PROFESSIONS EDUCATION MA HANDBOOK: PROGRAM REQUIREMENTS

Michigan State University is committed to high academic standards and expects all graduate students to excel in their particular majors.

MA PROGRAM REQUIREMENTS:

- A. 30 Credits of Coursework
- B. Health Professions Education Capstone Project/Graduation Requirement
- C. Time Limit for Degree Completion
- D. Final Certification for Graduation
- E. Graduate School Standards
- F. Transfer Credit Policy
- G. Commencement

A. 30 CREDITS OF COURSEWORK

This program is available online and only under Plan B (without thesis) as defined by the Graduate School. There will be a final project as part of the Capstone Course which is required for graduation.

Curricular Structure: In addition to meeting University and College of Education requirements, the Health Professions Education program requires successful completion of 30 credit hours consisting of the following required courses:

- ED820 Health Professions Education (3) *professional seminar course*
- EAD861 Adult Learning (3)
- *EAD866 Teaching in Postsecondary Education (3)
- EAD877 Program Planning and Evaluation in Postsecondary Contexts (3)
- *CEP825 Educational Assessments and Testing Programs (3)
- OST801 Leadership and Organizational Dynamics / HRM in the Health Professions (3)
- OST802 Operations Analysis and Decision-Making for Health Professionals (3)
- OST803 Financial Management and Budgetary Considerations for Health Professionals (3)
- OST804 Public Health Policy and Law for Health Professionals (3)
- OST820 Capstone Course for Health Professionals (3)

** or equivalent*

The following courses may be used as equivalents with Advisor Approval:

- OST 890 Independent Study (with Advisor Approval) (3)
- OST894 Field Study (with Advisor Approval) (3)

B. HEALTH PROFESSIONS EDUCATION CAPSTONE PROJECT

The program's Capstone Course provides an opportunity for students to demonstrate that they can integrate their newly acquired knowledge and skills from the program to a robust educational challenge in a health care setting. The student will perform a thorough analysis of a health professions case, integrate literature sources in health professions and health professions education to critique the problem, implement a strategic intervention, and assess the impact of the intervention on the health system. The scope and nature of the capstone project will be determined through a learning contract with the course faculty member/project advisor. A final written and oral presentation of the project will be reviewed (P/N grading) by the project advisor and two other program faculty members.

C. TIME LIMIT FOR DEGREE COMPLETION

University guidelines for degree completion and program guidelines along with students' rights and responsibilities may be found at the [MSU Academic Programs Handbook](#), Graduate education, MA programs.

The time limit for the completion of the requirements for this MA degree is **five calendar years from the date of enrollment in the first course included on the degree completion plan used for degree certification.**

D. FINAL CERTIFICATION FOR GRADUATION

The student must apply for graduation with the [MSU Registrar's Office](#) online (preferred) or in person at room 150 Administration Building. Application should be made during the first week of the semester one wishes to graduate.

E. GRADUATE SCHOOL STANDARDS

A 3.00 cumulative grade point average for all courses counting toward the master's degree is the minimum university and program standard. If a student's grade point average falls below this minimum in any given term, a letter of warning is issued by the Graduate School (see [Graduate Student Rights and Responsibilities](#)). The student will be expected to work with his/her academic advisor on strategies to ensure appropriate progress towards degree and reconstituting minimum standards of academic progress. A student who fails to meet the standards set by the University, colleges, and department will not be permitted to continue to enroll in the degree program.

F. TRANSFER CREDIT POLICY

Policies regarding transfer credit can be found in the MSU [Academic Programs Handbook Graduate Education, MA Programs](#). With approval from the credit-issuing college and the student's academic advisor, as many as 9 semester credits of graduate course work may be submitted for evaluation, consideration for substitution and ultimate transfer into the MA in Health Professions Education degree program from other accredited institutions (including MSU graduate courses and lifelong education credits) or international institutions of similar quality, if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University.

Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer. Please contact the Program Administrative Assistant for additional information. Please note Lifelong Education students who contemplate subsequent admission to the program must seek advice from the program as to the applicability of courses/ credits taken while in Lifelong Education status. There is no guarantee that these credits will be acceptable. Applicability is subject to programmatic approval.

G. COMMENCEMENT

Students must submit an [online application](#) through the MSU Office of the Registrar for graduation on or before the end of the first week of the semester in which you expect to complete your degree requirements. If you expect to complete your degree requirements during Summer semester, submit this application on or before the end of the first week of Spring semester.

Effective Fall 2012, the Graduate Advanced Degree Ceremonies will be Friday of Finals week: 3:30 PM in the Breslin Center. Graduates and faculty should arrive one hour early to put on gowns and be properly ordered for the procession.

HEALTH PROFESSIONS EDUCATION MA HANDBOOK: PROGRAM POLICIES FOR ACADEMIC PERFORMANCE

The faculty advisor of the program will annually review the graduate student's progress in the program as well as progress in the cumulative portfolio and progress toward the final capstone experience. A report on the results of the review will be signed by the faculty advisor and the graduate student. This report will be placed in the student's file together with any response from the student.

Once a year the faculty advisor and the graduate student will complete the appropriate portions of an annual progress report form adopted by the [Graduate School](#) (see forms section Progress Report for Masters Plan B).

Students wishing to file a request for an academic grievance hearing may do so by following the procedures of [MSU's Office of the Ombudsperson](#).

**HEALTH PROFESSIONS EDUCATION MA HANDBOOK:
PROGRAM POLICIES FOR INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES**

Integrity in research and creative activities is based on sound disciplinary practices as well as on a commitment to basic values such as fairness, equity, honesty and respect. This program will follow the MSU [Guidelines for Integrity in Research and Creative Activities](#). Students will be expected to adhere to these guidelines at all times or appropriate disciplinary action as outlined in the guidelines may be taken by the program.

HEALTH PROFESSIONS EDUCATION MA HANDBOOK: STUDENT CONFLICT AND CONFLICT RESOLUTION

The program will follow guidelines established by the Graduate School for conflict resolution between a student and a course faculty member or advisor. Conflict resolution will rest with the faculty advisor and one other program faculty and two students following the Graduate School Guidelines.

5.1.2 Department/School Level. *Adjudication necessitated on the department/school level may be handled informally or, at the request of a party or parties, formally through a department/school hearing board. The hearing board shall be composed of the unit administrator or designee and equal numbers of faculty and graduate students selected by their respective groups in accordance with the department/school bylaws. If the unit administrator is involved in the case, neither the unit administrator nor the designee may serve on the hearing board.*

HEALTH PROFESSIONS EDUCATION MA HANDBOOK: RESOURCES AND LINKS

ACADEMIC PROGRAMS

<http://www.reg.msu.edu/AcademicPrograms/Default.asp>

GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

<http://www.msu.edu/unit/ombud/GSRRfinal.html>

MSU/GEU CONTRACT

<http://www.hr.msu.edu/documents/contracts/GEU2011-2015.pdf>

MSU OFFICE OF THE OMBUDSPERSON

<https://www.msu.edu/unit/ombud/grievance-procedures/index.html>

GUIDELINES FOR GRADUATE STUDENT ADVISING AND MENTORING RELATIONSHIPS

<http://grad.msu.edu/publications/docs/studentadvising.pdf>

GUIDELINES FOR INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

<http://grad.msu.edu/publications/docs/integrityresearch.pdf>

ONLINE WORKSHOPS ABOUT TEACHING

Both faculty and graduate students can access nine online modules on improving your classroom teaching. These are high-quality interactive modules on a variety of topics related to teaching and learning.

For more information and to access the modules, visit: <http://tap.msu.edu/teche/>

Sample Degree Completion Plans

For Full-Time Students on Continual Enrollment (including summers) – 1 ½ years

FALL 1	SPRING 1	SUMMER 1	FALL 2	SPRING 2
ED820 Proseminar EAD861 Adult Learning	EAD840 Inquiry OST801 Leadership	EAD877 Program Planning & Evaluation OST802 Operations Analysis	EAD863 Training & Profess. Dev. OST804 Health Policy	OST803 Finance OST820 Capstone

For Part-Time Students on Continual Enrollment (including summers) – 3 ½ years

FALL 1	SPRING 1	SUMMER 1
ED820 Proseminar	OST801 Leadership	OST802 Operations Analysis
FALL 2	SPRING 2	SUMMER 2
EAD861 Adult Learning	EAD840 Inquiry	EAD877 Program Planning & Evaluation
FALL 3	SPRING 3	SUMMER 3
EAD863 Training & Profess. Dev.	OST803 Finance	OST820 Capstone
FALL 4		
OST804 Health Policy		

For Part-Time Students on Continual Enrollment (no summers) – 5 years

FALL 1	SPRING 1	SUMMER 1
ED820 Proseminar	OST801 Leadership	
FALL 2	SPRING 2	SUMMER 2
EAD861 Adult Learning	EAD840 Inquiry	
FALL 3	SPRING 3	SUMMER 3
OST802 Operations Analysis	EAD877 Program Planning & Evaluation	
FALL 4	SPRING 4	SUMMER 4
OST804 Health Policy	EAD866 Teaching in Postsecondary Contexts	
FALL 5	SPRING 5	
OST820 Capstone	OST803 Finance	