

Hello Class;

Welcome to HLAD 4099!

This document provides a detailed explanation of a Practicum placement process (Phase One). Please read it very carefully;- it has a lot of important information and should answer many of your questions.

Placement Process. Phase One:

1. Attend a mandatory Pre-Practicum Orientation Session. It usually takes place two weeks after students submit their Application Package.
2. Pre-Practicum Orientation can be conducted in person or virtually, students are notified about the Pre-Practicum orientation format in as well as of a day/time at least a week before the orientation takes place.
3. All participants have to have a camera and microphone on. It is important for a Practicum Instructor to "meet" students to make the best referral.
4. At the Pre-Practicum orientation meeting we will discuss all the steps that you have to take to assure successful placement.
5. Students will be able to register for classes after attending this meeting.
6. **A student only can do his/her Practicum in the organizations with which GSU and Health Administration program have an active Affiliation Agreement.**
7. The preliminary list of these organizations will be emailed to you. Please note: **These placements may change. The instructor may add new placements or some organizations may not take interns.**
8. Each student will be asked to select two organizations of his/her choice (1st choice and 2nd choice) and email this info to the instructor within one week. Before you make your selection, I would encourage you to research these organizations, find their websites, and learn about their locations and the types of services they provide (inpatient, outpatient, long-term care, home health care, consulting services, lab, etc.).
9. Students should **NOT** make any cold calls or other unsolicited contacts with these organizations before or after Pre-Practicum Orientation. You must wait for my referral.
10. After Pre-Practicum Orientation, I will start making referrals to these facilities based on facilities' requirements for students' GPAs, skill levels, etc. I will use your resumes, transcripts for all your semesters, and interests. **Facilities administrators or owners make decisions about inviting you for interviews or providing you with the placements. Just to underline: These decisions are based on the organization's needs, your GPAs, grades in specific classes,**

and other organizational criteria, therefore, you may not be placed in the facilities of your choice.

11. Again: Instructors **doesn't** make these selections, and Instructor **DOES NOT** guarantee that you will receive placement of your first or even second choice.
12. **Instructor will find you a placement**, but it may not be a placement of your first or second choice.
13. You may want to review all your materials, particularly transcripts and resumes, to make sure that they have all the info. We need transcripts for all the semesters that you have already had here at GSU and other places of study.
14. We will discuss Phase 2 at the Pre-Practicum Orientation.

Please email at nrekhter@govst.edu if you have any questions.

See you at the Pre-Practicum Orientation.

Best wishes,
Dr. Rekhter

Please