

## Health/Healthcare Leadership Graduate Statement of Understanding

**\*Read, initial each statement to indicate your acceptance, sign, and return with your HHL Program application materials.**

**HLA Department Mission:** The Health/Healthcare Leadership (HHL) Master's degree is part of the Healthcare Leadership and Administration (HLA) program. The multidisciplinary online program provides adult learners working in allied health and healthcare organizations with evidenced-based leadership concepts and methods to advance the field.

### Healthcare, Leadership and Administration Department Guiding Expectations:

- Students are expected to be actively and responsibly involved in their classes, class preparation, and overall progress throughout their program, including asking questions, seeking feedback, and expressing concerns as appropriate. \* \_\_\_\_
- Successful completion of the program is dependent not only on quality academic performance, but also on demonstrated interpersonal skills and humane values, professional demeanor, and ethical judgment and behavior. \* \_\_\_\_
- A student's academic and professional progress is monitored throughout their program of study by the Healthcare Leadership and Administration department. Prevention and early intervention is the goal of department faculty when matters of concern emerge. Thus, the student will be informed of matters of concern the faculty may have and, if necessary, an intervention plan will be developed and implemented to address need. \_ \* \_\_\_\_
- Students are expected to enter the program with graduate level writing skills. They will be required to do extensive high-quality writing throughout the program of study, culminating in a major capstone writing project. \* \_\_\_\_
- Students are expected to have appropriate technology competencies, including word processing, email, and internet skills. \* \_\_\_\_
- Through regular review of the **Winona State University Graduate Catalog** and the Healthcare and Leadership Administration Department website and **Student Handbook**, students are expected to be up-to-date and well-informed regarding department's program policies, procedures, and requirements. \* \_\_\_\_

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**To satisfy the academic standards of the Health/Healthcare Leadership program, students must know and adhere to the following policies:**

**University Policies that Govern Student Conduct:** Please know and abide by the [Academic Integrity Policy](#) and the [Student Conduct Code](#). Refer to the [Conduct and Citizenship](#) policies for more details.

**Original Work Policy:** Integrity is essential for online students. It is expected that the submission of all coursework is the sole and original work of the student enrolled. See the [Academic Integrity Policy](#) for violation details, student rights, and the Appeal Process. Winona State will conduct spot checks on authorship for all enrolled students.

- I have read and understand each of the policies. \* \_\_\_\_\_
- I will adhere to each policy and understand the potential consequences for violating these standards. \* \_\_\_\_\_
- I understand my rights as a student and the appeal process provided. \* \_\_\_\_\_

**Etiquette Policy:** Corresponding via the World Wide Web in online courses presents communicators with the task of overcoming the absence of non-verbal cues in communication. When engaging in an online learning environment, it is important to remember several points of etiquette that will facilitate effective communication. You are expected to be respectful and courteous in all written and direct communications with your instructors and fellow classmates. Behave as politely as you would in a regular classroom. Language that might come across as offensive, inappropriate, or strong will not be tolerated. For more specific rules on etiquette, consult your course materials. \* \_\_\_\_\_

**Capstone Project:** Students are expected to work with a faculty advisor/course instructor to complete HLA 660 Applied Analytics Capstone Project and Presentation in their last semester. Planning for this project will begin with HLA 630. This is a culminating experience, as students will integrate, extend, critique, and apply knowledge learned and evidence-based practices. The project must be applied analytics focus. The project will demonstrate the process for solving a novel allied health or healthcare problem using big data at an organizational level. Students must satisfactorily complete a graduate level project to meet program graduation requirements. \* \_\_\_\_\_

**Progression Policy:** Students must complete the HHL degree in a maximum of 3 calendar years. Students must be enrolled in HHL courses each semester until graduation. All courses must earn a grade of 'C' or better. Courses may be retaken one time only. If grades of 'C' or better are not earned in 2 consecutive semesters, students will be dismissed from the degree program. \* \_\_\_\_\_

**Readmission Policy:** In the event that two consecutive semesters cannot be completed, the student needs to submit a progression gap request that includes the reason for the request, identifies the semester of readmission, and a plan for program completion. Requests must be approved by the HLA faculty admissions committee and will be considered on a case-by-case basis (see Program Director for details). Students with a progression gap and no request/approval will be dismissed from the program and will need to re-apply. \* \_\_\_\_\_

\*I ( \_\_\_\_\_ ) have read, understand, and give my word I will do my best to adhere to the expectations and policies outlined in this document. I understand the importance of academic integrity and my rights as a student.

\_\_\_\_\_ Date \_\_\_\_\_

Signature

Please include completed document with your application materials.