

MHA RESIDENCY



STUDENTS ARE ELIGIBLE FOR THE RESIDENCY ONCE THEY HAVE COMPLETED TWO OR MORE SEMESTERS AND A MINIMUM OF 18 CREDITS. ONCE THEY MEET THESE CRITERIA, STUDENTS ARE RESPONSIBLE FOR OBTAINING A RESIDENCY EXPERIENCE AND SHOULD REVIEW THIS FACT SHEET FOR GUIDANCE.

Prepare your application and interview materials

1. Update your “master” resume and cover letter during a Professional Development session in your first semester; follow that with additional reviews from SPH Career Services, your second-year mentor, and finally your academic advisor for fine-tuning.
2. Create customized resumes and cover letters for each position. In today’s job market with Human Resources management systems screening applications, it is imperative that you customize your master resume to each job type (i.e., acute care operations, health IT, consulting, senior care services, physician practice management, etc.) to include key words from the job descriptions. Your cover letter should be customized for every employer, including the organization name and keywords from the job description. Also include a custom paragraph that states specifically why you are interested in working for that organization based on certain organizational characteristics and/or recent news releases.
3. Update your LinkedIn page to match your newly updated master resume.
4. Most internships do not require a letter of recommendation (LOR), but some do. Be sure to ask an industry professional (i.e., a former manager) and an academic professional ahead of time if they will provide this for you, if needed.
5. Practice your interviewing skills during a Professional Development session in your first semester; follow that with additional mock interviews with SPH Career Services, your second-year mentor, and finally your academic advisor for fine-tuning.

Research open positions/organizations

We strongly encourage you to look and apply nationally (not just in the DC Metro area). Apply to as many open positions as possible. While the Department may maintain and provide a list of previous and/or current internship opportunities to the students, it is ultimately the student’s responsibility to apply, interview, and accept an internship offer.

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We recommend using the below resources to help you in your search:

- GW MHA private LinkedIn group for your cohort offers a collated list of opportunities posted on LinkedIn
- GW [MHA database of previous placements](#)
- Personal networking with GWU MHA mentors, alumni, family, friends, other connections, etc.
- University of Oklahoma health administration internship database [MHAHUB | Healthcare Administration Internships](#)
- [GW Handshake](#)
- GW School of Business' [Fowler Finds](#)

Accepting a position

Before accepting a position, ensure that the opportunity meets the residency criteria listed below. If in doubt, email the Residential MHA Program Director or their designee to obtain approval before accepting the position. An eligible residency must:

- Provide the student with an opportunity to work a minimum of 280 hours.
- Be with an organization in the healthcare industry.
- Have a preceptor with a minimum of a master's degree, or substantial industry experience (>5 years) with related licensure or certifications.

The preceptor/organization needs to issue you a letter on their letterhead with the offer of employment, including position title, starting date and salary. If your position is unpaid, your offer letter should state that.

Residency approval by the MHA Program Director

In order to receive approval from the MHA program regarding your residency, please complete the [Residency Application and Approval Form](#). Once the organization and preceptor are approved by the Program Director or their designee, you will receive a confirmation email and may register for HSML 6271 Residency.

Course registration

To provide maximum flexibility for students, HSML 6271 Residency is offered all three academic terms, and course registration remains open until the end of Week 4 of each term. Recognizing that the healthcare industry does not operate by GW's academic schedule, students may start their residency prior to registering for HSML 6271, if registration is not available for that term.

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Students may accrue hours while not registered, but will need to wait until the following semester to register for the course and earn credit for completing residency requirements. For example, if a student's summer internship begins on July 1, well beyond the end of Week 4 of the summer term, the student is unable to register for HSML 6271. However, they can still start working and accumulating hours, with the understanding that they will register for HSML 6271 in the fall term.

Once registered for the course, the student will receive deadlines for submitting course requirements in order to earn credit in that term. Course details and deliverables are listed in the course syllabus in the HSML 6271 Residency course in Blackboard. Students unable to complete all residency requirements by the end of the term in which they registered for HSML 6271 will receive an In Progress grade, which will be converted to a final grade the following term once the course requirements are completed.

In the unusual circumstance that a student does not complete the residency course by the end of the summer semester following their second year, they should confer with their faculty advisor. Students are responsible for ensuring that their continuous enrollment status is maintained, which may require paying a fee. Students should refer to the [Graduate Student Handbook](#) for more information on continuous enrollment status and In Progress grades.