



MASTER OF SCIENCE IN HEALTH CARE POLICY AND MANAGEMENT

2017 – 2018 HANDBOOK

**Heinz College
Carnegie Mellon University**

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TABLE OF CONTENTS

1.1	CORE COURSES.....	3
1.2	CORE CURRICULUM.....	4
2	PROJECT COURSES	5
2.1	SYSTEMS SYNTHESIS.....	5
2.1	ORGANIZATION OF SYSTEMS SYNTHESIS PROJECTS.....	5
2.2	DEVELOPMENT OF SYSTEMS SYNTHESIS PROJECTS.....	6
2.3	ASSIGNMENT OF STUDENTS TO PROJECTS.....	6
2.4	GRADING OF SYSTEMS SYNTHESIS PROJECTS.....	7
3	SUMMER INTERNSHIP	7
4	PUBLIC SERVICE CAREER OPPORTUNITIES PROGRAM	8
4.1	OBJECTIVE.....	8
4.2	ELIGIBILITY.....	8
4.3	SELECTION	8
4.4	AWARD AMOUNTS	9
4.5	PAYMENT OF AWARDS	9
4.6	SOURCE OF FUNDS	9
5	JOINT PROGRAMS.....	10
5.1	ACCELERATED MASTERS PROGRAM (AMP).....	10
5.2	HCPM/MBA JOINT DEGREE PROGRAM BETWEEN HEINZ COLLEGE AND THE TEPPER SCHOOL.....	10

HEINZ COLLEGE POLICIES AND GUIDELINES

This handbook provides specific information on the curriculum and program requirements for the Master of Science in Health Care Policy and Management (MSHCPM) Program. The Heinz College also publishes a separate handbook which details College-wide policies and procedures pertaining to educational planning, program committee, teaching, scheduling and course credit, performance standards, academic standing, ethics and discipline, student privacy rights and major forms and deadlines. Students should familiarize themselves with both handbooks as they include information that is critical for your success. Both handbooks can be obtained through your program director and via the Heinz College website at:

<http://www.heinz.cmu.edu/academic-resources/student-handbook-forms/index.aspx>

CURRICULUM

You will normally complete the HCPM program in four consecutive semesters, excluding summer semester. The HCPM curriculum is structured with a set of Common Core courses and a set of advanced course requirements.

In order to successfully complete the HCPM program, you must complete the following:

- 198 units of course credit;
- all General Core and Health Care Core courses (unless you exempt them);
- an approved internship.

All other standards for graduation, including meeting minimum grade point averages.

1.1 Core Courses

You must complete a set of general core courses and a set of health care core courses.

You must complete the Core requirements in order to graduate. You must take Core courses in the sequence shown on the next page, unless you obtain permission in advance from the HCPM Program Director.

1.2 Core Curriculum

Incoming class of F2016 Course Schedule Checklist

Master of Science in Health Care Policy and Management – Checklist 2015/2016					
Year/ Session	Course #	Course Title	Units		Timing
One/One		Fall Courses	60 Core		
CC	90710	Applied Economic Analysis	12		All
CC	90711	Statistical Reasoning with R	12		All
CC	90728	Introduction to Database Management	6		M1
HC	90836	Health Systems	6		M1
HC	90861	Health Policy (prereq is 90836)	6		M2
CC	94700	Organizational Design and Implementation	6		M1
HC	90818	Health Care Quality and Performance Improvement (prereq 90836)	6		M2
CC	90717	Writing for Public Policy	6		M2
One/Two		Spring Courses	48 Core		
HC	90721	Health Care Management (prereq 90836)	6		M3
CC	90722	Management Science I: Optimization & Multicriteria Methods	6		M3
CC	90760	Management Science II: Decision & Risk Modeling	6		M4
HC	90723	Financial Statements and Analysis of Companies	6		M3
HC	90831	Advanced Financial Management of Health Care (prereq 90830)	6		M4
CC	90718	Strategic Presentation Skills	6		M4
HC	94706	Health Care Information Systems (prereq 90728)	12		All
HC	94-900	Summer Internship Required	0		
Two/Three		Fall Courses	12 Core		36 Elective
HC	94705	Health Economics (prereq 90710)	12		All
	--	Electives	36		--
Two/Four		Spring Courses	30 Core		12 Elective
HC	90832	Health Law	6		M4
HC	90833	Population Health	6		M3
HC	90877	Health Care Marketing	6		M3
CC	90740	Systems Synthesis	12		All
	--	Electives	12		--
*198 units required to graduate (HC=Health Core; CC=Common Core) (150 core; 48 elective) Starting Fall 2017 for graduating class of 2019.					

Length and Intensity of Courses:

A full-semester course carries 12 units of credit and is generally expected to require an average of 12 hours per week of time, including time spent in and out of the classroom. "Mini" courses are those that are half a semester in length; they generally carry 6 units of credit, and also require approximately 12 hours per week of time.

2 PROJECT COURSES

Project courses are organized around significant policy, management, or information technology problems in health care and require a solution that involves a mix of technological, economic, social and political skills. Project courses are sponsored by an external organization and have a project advisory committee of people from a range of agencies interested in the project's outcome. As opposed to the traditional classroom setting, project courses are organized as an exercise in group problem solving. Students are divided into teams guided by faculty from the Heinz College and other colleges and departments in the university.

2.1 Systems Synthesis

Systems Synthesis Projects allow students to apply the diverse skills developed in the classroom to a "real world" problem with a "real world client" in the design of a specific functioning public or non-profit sector system. The term "system" refers to the fact that the particular entity studied has an identifiable objective or function, and the word "synthesis" refers to the fact that the desired output is an integrated "design" for improved operation of that system.

In a Systems Synthesis Project, you will work in a group to structure a problem, do appropriate analysis using quantitative and analytical tools, generate recommendations to solve or ameliorate the problem, and present the analysis and recommendations to the client in both written and oral form. The experience will be designed to sharpen your problem-solving skills and skills in working effectively in groups.

The Systems Synthesis Project Course Guide provides more detailed information. It is distributed at the start of your systems project.

2.1 Organization of Systems Synthesis Projects

Projects must be supervised by at least one faculty member who maintains relations with the client, directs and critiques the students' work, coaches them for their presentations, coordinates relationships with a Project Advisory Committee, and grades the students on their contributions to the projects as well as grading the overall projects.

Systems Synthesis Projects involve both oral and written work. Generally, each project should make at least one oral presentation to the client per semester; this presentation is open to the public and is advertised accordingly. Each student should participate in at least one oral presentation to the client. In addition, groups must produce an interim report and a final

report. Each student should write a significant and identifiable section of the report and perform some nontrivial analysis, even if these efforts have to be improved upon by other members of the group before being included in a report to the client. The written report is expected to be of high quality but also produced on time. Each group must submit an electronic copy of the final report to the Program Director's and Associate Dean's Office.

2.2 Development of Systems Synthesis Projects

Typically, proposals are generated by faculty and by organizations external to the School. In recent years, some very successful proposals have come from students with an interest in a particular problem. The HCPM Program Director, Associate Dean, and other faculty designated by the Dean are available to assist students who are interested in developing their own proposals. If you are interested in organizing a project, you must submit a proposal to the HCPM Program Director or Associate Dean including as many of the following items as possible:

- a brief description of the system to be studied
- the system client if identified
- the kinds of alternative improvements to be considered
- the types of data that would be used in such an analysis and how you intend to gather that data
- the analytical approaches you anticipate you will use in the study
- the name(s) of proposed faculty advisors
- a list of students interested in the project

It is certainly not necessary to have all of the aspects of a project listed above in place in order to submit a proposal. If you need assistance with any aspect of developing a project, contact the HCPM Program Director or Associate Dean. The three most critical factors are a well-defined project idea, significant interest from students and the ability of the Dean to assign a faculty member to supervise the project. The latter depends a great deal on the needs for individual faculty to teach other courses in the curriculum.

Projects proposed by students will be subject to review by the faculty for feasibility and suitability as a systems project. The determination of which projects will be run will depend on student interest and the availability of faculty to supervise a given project.

2.3 Assignment of Students to Projects

A committee appointed by the Dean assigns students to Systems Synthesis Projects. This committee includes the Associate Dean, Program Directors and Faculty. Student preference is an important consideration. If the committee cannot accommodate all students' first choice, they try to consider the link between the student's concentration area and his or her Systems assignment, the need to balance the Systems courses in terms of the skills of

students and the need to insure a link between the nature of the tasks in the Systems courses and the backgrounds and talents of the students.

2.4 Grading of Systems Synthesis Projects

You will receive a Systems Synthesis grade based on your individual and group performance. In any group project there is an inherent tension between rewarding individual and group performance. This tension is in part by design, as it reflects some of the realities of group staff work in public and private organizations. Grades in Systems Synthesis courses are a combination of individual and group considerations. It is generally desirable that students perform multiple roles in projects, and it is recommended that faculty and student evaluations consider these various contributions.

3 SUMMER INTERNSHIP

All MSHCPM students are required to spend the summer following their first year in the program gaining professional experience in management and analysis by working in a public agency, non-profit organization, or private firm. Your internship duties must have significant educational value.

Your internship will train you in ways significantly different from classroom instruction. By working in a professional environment, you will solidify the knowledge gained in your Heinz College coursework, refine career interests, and establish personal networks that might lead to later career opportunities. You also can earn income, though the Heinz College does accept volunteer internships. The internship also provides the faculty with feedback about the relevance of the curriculum and the effectiveness of the teaching program.

INTERNSHIP REQUIREMENTS

- The completion of an internship is a graduation requirement.
- Minimally, the internship requires the equivalent of ten weeks (400 hours) [280 hours for MISM] of full- time employment that has formal supervision, is professional in nature, includes work that is of importance to the organization, and has significant educational value.
- Before beginning the internship, students must complete the online [Career Services Internship Reporting Form](http://www.heinz.cmu.edu/jobs-and-internships/students/internship-reporting-form/index.aspx) for approval:
<http://www.heinz.cmu.edu/jobs-and-internships/students/internship-reporting-form/index.aspx>
The internship will be verified with the students' supervisors and then approved. Students must notify their Career Advisor of any significant changes in their internships, such as length, location, hours of work, etc.
- Once the internship has been approved, students will be registered for the zero-unit internship course. Students will not receive academic credit for the internship, but it will be reflected on their transcript as a

course with P/F grade. If a student plans to exempt the internship, they will need to complete the Petition for Course Exemption.

- Near the end of the internship, the Career Services Office will request supervisors to complete a Student Performance Evaluation Form.
- **F1 Visa Students:** You must apply for Curricular Practical Training (CPT) employment authorization for your summer internship. CPT authorization is required regardless of the internship being paid or unpaid. CPT is only available to F-1 students who have not graduated and who have been enrolled on a full-time basis for one full academic year (i.e. fall and spring.) If your degree program requires you to complete a summer internship, you can qualify for CPT. Processing CPT may take up to 2 weeks and you cannot begin employment until you receive authorization. Guidelines, forms and instructions can be found at the Office of International Education's website.

Please visit Heinz College Career Service's Career Guides by Program at: <http://www.heinz.cmu.edu/jobs-and-internships/index.aspx> for further information.

4 PUBLIC SERVICE CAREER OPPORTUNITIES PROGRAM

4.1 Objective

The Public Service Career Opportunities Program at the Heinz College is designed to provide financial assistance to graduating students with large educational loan debts to encourage them to accept public service positions even though their salary levels may be significantly below those available in the private sector.

4.2 Eligibility

If you are a full-time student in your second semester in the Master of Science in Health Care Policy and Management program and you are in good academic standing, you may submit an application form describing your prior public service experience, your career goals and objectives for entering public service, and your plans for obtaining employment in the public or non-profit sectors. Applications will be due during February of each academic year.

4.3 Selection

All applications will be ranked by an Evaluation Committee. The ranking will be based on the following factors:

- Potential for contribution to public service
- Total loan indebtedness incurred while at the Heinz College
- Academic performance at the Heinz College

The Evaluation Committee will then choose a set of the top-ranking applicants to receive the award. The number of awards distributed depends on available funds. Recipients of the award will be selected by the end of the fall semester.

4.4 Award Amounts

The payments will be determined by the total amount of funds available and by the number of qualified applicants. However, the payments will generally not be less than \$2000 or more than \$5000 per recipient, and no payments will exceed the student's total outstanding loan balance.

4.5 Payment of Awards

The awards will be made to students who accept full-time positions in the public or non-profit sectors at salaries significantly below those available in the private sector. The Committee will set a threshold salary each year based on information that is available on salary trends in the public and private sectors; awards will only be available for jobs which pay less than the threshold salary.

Each award will be paid in two equal installments, as follows:

- 1st payment (one-half of the total award) — upon forwarding a copy of an official acceptance letter from the placement agency to the Office of Financial Aid. The position must be at a public or non-profit agency at a salary below the threshold salary. In case of ambiguity about whether any particular job is in the “public sector,” the review committee will decide on eligibility. An award recipient must submit a letter from an employer verifying the specific start date of employment and salary.
- 2nd payment (one-half of the total award) — one year from the date of graduation, provided the recipient continues employment in the public or non-profit sector. This payment will be automatic upon submission by the individual of a brief statement documenting his or her continued employment in the public or non-profit sector.

Payment may be made either directly to the recipient or to an educational lender, as determined by the recipient.

A student who has been selected to receive assistance is guaranteed both payments if he or she continues to meet the conditions for eligibility; in particular, the 2nd payment will be committed in the year of the initial award, so that it is not contingent on the availability of funds in the program in the following year.

4.6 Source of Funds

The Heinz College will pursue fund raising efforts to obtain external sources of funds to continue the program and to assist additional students in future years. The availability of external funding will determine the number of

students that can be helped in future years and the amount of assistance they will receive.

5 JOINT PROGRAMS

5.1 *Accelerated Masters Program (AMP)*

The Heinz College offers an Accelerated Masters Program (AMP) for selected Carnegie Mellon undergraduates from the College of Humanities and Social Sciences, the College of Fine Arts, the Mellon College of Science, the Carnegie Institute of Technology, and the Department of Engineering and Public Policy. AMP students finish their undergraduate degrees in their senior years while beginning the HCPM program at the Heinz College. During the senior year, students remain on undergraduate financial aid and pay undergraduate tuition. After one additional year at the Heinz College, during which they are graduate students and are eligible for Heinz College financial aid, they receive their HCPM degrees. AMP students are required to spend one full academic year (two semesters) as a Heinz College student. **In order to receive your HCPM degree, you must pay for two full-time semesters of Heinz College tuition, even if you can complete all degree requirements in a shorter period of time.** Students apply to the AMP program as juniors. Students interested in the program are encouraged to contact the Heinz College Admissions Office.

5.2 *HCPM/MBA Joint Degree Program between Heinz College and the Tepper School*

The Heinz College and the Tepper School offer a joint HCPM/MBA Program where a student can earn both a Master of Science in Health Care Policy and Management and a Master of Business Administration in five semesters. For further details about this joint degree program, please contact the Admissions Office or the HCPM Program Director or Associate Dean.