



PARKINSON

SCHOOL of HEALTH SCIENCES
AND PUBLIC HEALTH



Healthcare Administration Internship

About the Internship

The BS in Healthcare Administration program at Loyola University Chicago includes a required semester-long internship designed to bridge the gap between academic theory and real-world healthcare operations. Through this experience, students apply healthcare management and business concepts while developing leadership skills and gaining exposure to topics like strategic decision-making, regulatory compliance, quality improvement, and patient safety under the mentorship of experienced healthcare professionals. Partner organizations play a vital role by providing meaningful learning experiences and, in return, benefit from the energy, analytical thinking, and healthcare administration knowledge that Loyola HCA interns bring to their teams.

Internship Scope

Partner organizations are encouraged to design an experience that includes both a defined project or initiative and broader exposure to the organization. This might include shadowing, attending meetings, event planning, department tasks, or networking opportunities to give students a well-rounded introduction to how healthcare organizations operate. What may feel like "business as usual" to your team can be a formative experience for an intern, so we encourage partners to include students in the day-to-day life of the organization where appropriate!

Internship Details

- Timing: Spring semester, January - April
- A minimum of 196 hours for the full semester, approximately ~15 hrs/week for 13 - 14 weeks.
- Student level: Senior undergraduate students in their final semester
- Format: In-person or remote is acceptable. However, in-person or hybrid preferred, as many students are entering a professional environment for the first time and on-site experience is an important part of their development
- Compensation: Unpaid, paid, or stipend.

Examples of Internship Projects

- Analyze patient flow and identify bottlenecks causing delays in discharges and inpatient admission
- Improve patient access, reduce wait times, and optimize provider staffing.
- Develop the business case with market analysis for expanding existing services or opening new services.
- Analyze and report on high-opportunity clinical cost variations to improve the efficiency of vendor contracting and purchasing
- Assist hospital management in conducting compliance, safety, and quality inspections to meet regulatory guidelines.
- Grant research and writing support for a nonprofit or community health organization
- Patient population data analysis and reimbursement projections based on insurer contracts
- Development of onboarding or training materials for staff or volunteers
- EHR or billing workflow review and documentation
- Support revenue cycle teams by auditing billing data, resolving procedural discrepancies, and recommending process enhancements.

Partner & Preceptor Expectations

Partner organizations are asked to identify a preceptor who will serve as the student's primary supervisor throughout the internship. The intern will reach out to their preceptor to schedule an introductory conversation before the internship begins, typically in mid-November or December. This meeting is an opportunity to:

- Make introductions and learn about the organization
- Have the student share their goals for the experience
- Discuss internship responsibilities and the scope of the project or work
- Cover logistics such as onboarding, scheduling, and first-day arrival instructions

Throughout the internship, preceptors are expected to:

- Provide ongoing feedback and guidance
- Communicate with Loyola faculty or staff if any questions or concerns arise
- Complete a mid-point and final evaluation of the student's performance
- Attend the student's final internship presentation, if available

Coursework Completed Prior to Internship

Healthcare Workforce Management and Professionalism
Healthcare Project Management
Healthcare Quality & Performance Improvement
Healthcare Legal & Regulatory Environment
Healthcare Strategy and Marketing
Health Care Policy

Healthcare Data Analytics
Research Literacy for Health Decision-Makers
Management of Healthcare Organizations
Health Information Systems Management
Post-Acute & Long-Term Care Management

You can review the full curriculum of courses and course descriptions [here](#).

Placement Process

Loyola HCA internships are assigned through a structured, blind matching process.

Partners provide information about available internship opportunities, while students indicate their areas of interest and logistical needs. A weighted matching system pairs students with organizations based on overall fit. Partners are notified of preliminary placements in late October or early November, and students receive their placements at the annual Internship Celebration in November. Following placement, the intern will reach out to their preceptor to schedule an introductory conversation before the internship begins, typically in mid-November or December.

Interested in hosting a Loyola intern?

If you are interested in hosting a Loyola HCA undergraduate intern, please reach out to:

- Dr. John Stys, Partner Practice Lead for Experiential Learning, jstys@luc.edu
- Kerri Musick, Director of Experiential Learning, kmusick@luc.edu

New partner organizations will need to complete an affiliation agreement with Loyola University Chicago prior to hosting a student. We are happy to guide you through that process!