DESCRIPTION OF THE MID-CAREER OPTION (MCO)
The MHA Program Committee of the Richard M. Fairbanks School of Public Health, may grant up to a maximum of 3 credit hours toward the MHA degree for students who have had significant professional level work experience in management and policy development. “Professional” level work requires extensive education or specialized training (e.g., at least an undergraduate degree) and gives substantial control over the manner in which it is done to the person performing it.

Credit will be granted for work experience gained before the student completes 36 credit hours of course work in the MHA program. Students must register for the required internship experience as well as pay for the MCO credits, just as they would pay for regular class credits.

The following guidelines will be used by the Admissions Committee to award these credits:

1. To receive THREE (3) credit hours, a student must have had one to three year’s professional experience in policy development or management with a health care organization in any of the following areas:
   a. Directing programs
   b. Preparing budgets
   c. Making decisions on organizational or staff development
   d. Analyzing, developing and evaluating policies
   e. Conducting public or legislative relations programs
   f. Program planning.

APPLICATION PROCESS AND POLICIES

Students are eligible to apply for Mid-Career credit at the time of application for graduate study or until they have competed 36 hours of course work in the MHA program. Professional experience acquired after the completion of 36 hours of course work in the MHA program will not be considered in awarding Mid-Career credit.
For each position you have held (beginning with the most recent), please answer the following questions to the extent that each is applicable. If more space is needed, attach additional sheets. You are encouraged to provide any additional information about the positions, which you think will be helpful to the MHA Program Committee.

PRESENT OR MOST RECENT POSITION:

Dates Held: From: ____________________________     To:___________________________________  
(Month, Year)    (Month, Year)

1.  Describe the nature of your duties and responsibilities in this position for each of the following activities:
   a. Managing programs
   b. Preparing budgets
   c. Making decisions on organizational or staff development
   d. Analyzing, developing and evaluating policies
   e. Conducting public or legislative relations programs
   f. Program planning.
   g. Other (specify):

2.  What kinds of technical expertise or managerial skills are required of you in this position?

3.  How many people do you supervise? How many are professionals? Supervisors or managers? Contract employees?
4. What responsibility do you have relative to hiring, reviewing, and firing staff under your supervision?

5. What is the size of the budget for which you are responsible?

6. What kinds of policy, strategic and administrative decisions are you required to make? Give examples of typical decisions.

7. What impact do you have on realizing the goals of your organization? What do you regard as your most important accomplishments?

Additional comments:
PAST POSITIONS

Note: Please make additional copies of the attached forms to provide information on ALL relevant work experience.

Job Title: __________________________________________________________________________________________

Organization: ______________________________________________________________________________________

Name & Address of Immediate Supervisor: __________________________________________________________________________________________________________________

__________________________________________________________________________________________________

Dates Position Held: From: ________________________________     To:____________________________________

(Month, Year)    (Month, Year)

1. 1. Describe the nature of your duties and responsibilities in this position for each of the following activities:

   a. Managing programs

   b. Preparing budgets

   c. Making decisions on organizational or staff development

   d. Analyzing, developing and evaluating policies

   e. Conducting public or legislative relations programs

   f. Program planning.

   g. Other (specify):
2. What kinds of technical expertise or managerial skills are required of you in this position?

3. How many people do you supervise? How many are professionals? Supervisors or managers? Contract employees?

4. What responsibility do you have relative to hiring, reviewing, and firing staff under your supervision?

5. What is the size of the budget for which you are responsible? $___________________

6. What kinds of policy, strategic and administrative decisions are you required to make? Give examples of typical decisions.

7. What impact do you have on realizing the goals of your organization? What do you regard as your most important accomplishments?

Additional comments:
The Family Education Rights and Privacy Act of 1974 allows students to inspect many student records. The law also permits the student to sign a waiver relinquishing their right to inspect letters of recommendation. **The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.**

Signature: ________________________________________________________________ Date: __________________

Name of applicant: _________________________________________________________

Degree sought: __________________________ Anticipated date of graduation: _______________

Please answer the following questions in as detailed and candid a way as possible. In particular, we are trying to determine the general level of responsibility and the degree of supervisory and/or professional knowledge of the applicant and skills assigned to the position for which the applicant either now holds or recently held.

1. Title of applicant’s position: _____________________________________________

2. Name of organization: __________________________________________________

3. Organization’s function: __________________________________________________

4. Please briefly describe the nature of responsibilities and duties assigned to the position of the applicant.
   (If possible, it would be helpful if you would attach or sketch an organizational chart and indicate on the chart the position of the applicant.)

5. Length of applicant’s time in position: ________________________________

Dates Position Held: ___________________________ to: _____________________________
   (Month, Year)    (Month, Year)
6. What level of education is normally required for the position?

___High School       ___College Degree       ___Graduate Degree       ___Other:_____________

7. What kinds of skills and administrative expertise does this person provide to your organization?

8. Please describe and indicate the degree to which the applicant is involved in the policy and decision-making processes of your organization.

a. Does the applicant manage programs for his unit?

b. Does the applicant prepare or make recommendations on the budget for his unit?

c. Does the applicant have responsibility for administering a budget?

   If yes, what was the size of the budget they are responsible for? $ _____________

d. Does the applicant select or make recommendations on the appointment of personnel for his unit?

e. Is the applicant responsible for staff or organizational development for his unit?

f. Does the applicant conduct program evaluations or other analyses of programs in his unit?

g. Does the applicant participate in program planning for his unit?

9. Please list types of persons outside your organization with whom the applicant regularly works:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________
10. Approximately how many employees work(worked) under the applicant's general direction? 

   a. How many employees does the applicant supervise directly? 

   b. Approximately what percentage of these employees that are directly supervised by the applicant, occupy positions normally requiring professional level training and education? 

   c. Does the applicant supervise other supervisors?

11. What do you regard as the applicant’s most important accomplishments?

Please add any additional information, which you believe, would be useful.

Signature: ________________________________

Print Name: _______________________________

Position: __________________________ Agency: __________________________

Telephone # __________________________ Date: __________________________

Please mail completed form to:
Richard M. Fairbanks School of Public Health
714 N. Senate Ave Suite 200
Indianapolis, IN 46202
c/o MHA Student Services