

2019 Undergraduate Workshop Call for Proposals

We are seeking session proposals for the 2019 Undergraduate Workshop, in Winston-Salem, North Carolina. This year's Undergraduate Workshop's theme is *The Evolving Healthcare Administration Program: Preparing Diverse Students for Careers of the Future*. The healthcare administration field remains an ever changing landscape. As such, the skills and attributes for professionals to be successful in it continue to evolve. Universities must be forward thinking to identify the needs of its programs, faculty, students, and the field. This year's Workshop will highlight these four areas, providing for presentations, speakers, and discussions to highlight the current and future trends to successfully prepare future healthcare administration professionals.

DEADLINES

All proposals for the Workshop must be received via online submission by **Monday, July 15, 2019**. We encourage you to complete your proposal well in advance of the submission deadline.

PROPOSAL CONTENT

Undergraduate healthcare management education is a broad topic, which is why we have provided a few suggestions to guide your thought process and sharpen your focus around this year's theme. Specifically, we are seeking proposals that illustrate inventive strategies and tactics that AUPHA undergraduate members can take home and adapt to their own program in the following areas:

1. Students
 - a. Student Population Makeup/Diversity, Outreach, Engagement, Necessary Skills (e.g., emotional intelligence training/competencies, writing and communication skills, core values assessment, etc.)
2. Faculty
 - a. Training, Diversity, Necessary Skills, Innovative Teaching (related to areas such as diverse student populations, generational differences, etc.), Student/faculty Partnerships, Inter-Departmental Approaches
3. Program
 - a. Curriculum (e.g., Streamlining courses to acquire core knowledge and Quality Management Certified Courses), Faculty Necessities, Sustainability, Innovations
4. Career/Field
 - a. Patient Centered Outlook, Current and Future Trends, Current Hot topics (e.g., 'Medicare for all'), Networking (e.g., Career Days, Practice Interviews, Professional Organizations, Tools to Create Portfolios, etc.)

AUDIENCE

The AUPHA Undergraduate Workshop is designed for both senior and junior level faculty at undergraduate healthcare management education programs.

SESSION FORMATS

There are four session format options available this year for presenting at the Undergraduate Workshop. Similar proposals may be grouped together at AUPHA's discretion to provide learners an opportunity to understand how different programs/institutions have chosen to address similar challenges.

Education Session (60 minutes):

This format is available to address all elements of a topic. Sessions proposed in this category must be highly interactive (ideally a workshop format rather than a lecture) and should allow for at least 15 minutes of Q&A.

- A maximum of three presenters (which includes optional moderator) is permitted in this format.

Education Mini-Session (20 minutes):

This bite-size learning format is designed to just 'whet the appetite', allowing presenters to share informative and useful content, ideas, or innovative techniques, who otherwise wouldn't have enough material to cover a 60-minute presentation. The speaker should plan on up to 15 minutes of content and a minimum of 5 minutes for audience Q&A.

- A maximum of one presenter is permitted in this format.

Session In-the-Round (30 minute presentations/given twice):

This informal format—using a roundtable arrangement— involves one or two individuals at each table, presenting innovative research activities, teaching techniques, curriculum designs, syllabi, or other pedagogy related to the workshop objectives. There will be multiple sessions going on in a room, allowing for individuals to pick which two sessions (most likely out of three) they would like to attend in the allotted 60 minutes. The chief benefit of this approach resides in the discussion that takes place among session attendees at the end of the presentation, as well as in subsequent self-reflection.

- A maximum of two presenters at each roundtable is permitted in this format.

Ignite Poster Session (5 minutes):

Ignite-style sessions are fast-paced sessions designed to generate awareness and stimulate discussion. The official Ignite event holds the motto, "Enlighten us, but make it quick!" The presentations are meant to "ignite" the audience on a subject, whereby awareness, thought, and action are generated on the subjects presented. We are tailoring this session format to fit to presenting research Posters. Each poster author will be given a five-minute slot to present their research, while their Poster PDF is up on the screen. A perfect format for first-time speakers, as well as graduate students. At the end of the session, a moderator will encourage and facilitate a 'group' question and answer session with the audience.

- A maximum of one presenter is permitted in this format, though, multiple poster authors may be given credit on the poster itself.

SELECTION CRITERIA

A peer review committee of AUPHA members and staff will review all proposals submitted. The overall content and completeness of the proposal and a depth of knowledge about the overall topic and project discussed are critical and should be evident in the proposal and presenter's background information. The description and learning objectives of the presentation should be clearly articulated, well organized, and provide reviewers with a clear understanding of what attendees will learn. The Undergraduate Workshop Planning Committee use the criteria outlined below to evaluate and select proposals:

Innovation/Originality (10 points): Will the proposed session or poster share innovative or inventive ideas or strategies to address a common challenge for the audience? Is it particularly unique or interesting?

Relevance/Interest (10 points): Does the proposal pertain specifically to undergraduate healthcare management education? Is the topic appealing to the targeted audience?

Adaptability (5 points): Does the proposal share an idea or strategy that could be adapted by a wide variety of audience members? Is the context of the idea broad enough to lend itself to adoption by the targeted audience?

Results/Outcomes (5 points): Does the proposal demonstrate results or outcomes of the idea being presented? Are they measurable and/or achievable?

Session Design (5 points): Does the proposal articulate an appropriate strategy for engaging the audience? How will presenters interact with the audience? (*Poster Proposals will be reviewed separately from the presentation proposals, and will not be evaluated on this criteria.*)

SUBMISSION GUIDELINES

Successful presentations will highlight best practices, lessons learned, and take-away ideas for the participants. Proposal review will be conducted through a blind peer review process, managed by the Undergraduate Workshop Planning Committee.

Submission Details:

- Authors should not reference the name of the institution/program, co-presenters, or the region or state where the program is located in the session description, learning objectives or title of the proposal.
- In the Session Format section, please carefully note the number of allowable speakers per session.
- If applicable, the originator of the proposal must list all presenters at time of submission.
- Proposals that engage faculty and examples from multiple institutions are strongly encouraged, and will be given preference.
- If proposal is accepted, all presenters are responsible for their own expenses (including the meeting registration fee, hotel accommodations, and any other related travel expenses.)
- **Please note:** All presenters are required to register for the workshop.

PROPOSAL FORMAT

Proposal Title (10-word maximum): Provide a title that summarizes your proposal or illustrates what the audience will learn from your proposed presentation. Your title should be blinded. Do not identify your institution, city, region or state. Please try to make this title as descriptive and catchy as possible.

Summary Description (75-word maximum): Briefly summarize what you will cover in your presentation. Emphasize why your target audience needs to hear/see what you intend to present. Though the description needs to be blinded, it may include relevant detail about the presenters' institutions, and/or the region or state the program serves, to the extent that it serves the purpose of making the proposal distinct. For example, you may want to characterize your large program as having 250 students, drawing from a largely rural population, if it is relevant to the content of the proposal. AUPHA reserves the right to edit this text for use in promotional materials.

Helpful hint: Really try to 'sell' your session in this description. Make the attendees (and review committee) want to attend.

Learning Objectives (15-word maximum for each, 3 objective maximum): Begin each objective with an action verb and then state what the audience will gain from the presentation. Do not identify your institution, city, region or state. Your learning objectives should complete the following idea: *"Following this session, participants will be able to ..."*

Initiative (100-word maximum): Describe the idea, initiative, research, or strategy that you implemented. How did it unfold?

Results/Outcomes/Potential (100-word maximum): Describe how outcomes from this idea/strategy are being measured, and, if available, what the outcomes indicate. If no outcomes are available yet, does the idea demonstrate a potential contribution to healthcare administration education? What are these potential contributions?

Lessons Learned (100-word maximum): Describe what you and your program/institution learned from implementation of this idea. How will what you learned improve undergraduate healthcare administration education? Identify what you would repeat and what you would do differently.

Future of Initiative/Next Steps (50-word maximum): What are the next steps for this project? What are the opportunities for future investigation? How would you change or improve execution of the initiative?

Be sure to consider the participant's perspective when developing the title, description, and learning objectives for your proposal. Use these set of fields to make your presentation is specific and relevant. Putting your presentation in context for participants, some of whom will be on the Undergraduate Workshop Review Committee, will not only help them to decide whether or not to attend your presentation, but the meeting overall.

SUBMIT YOUR PROPOSAL

You may submit your proposal via the [ELECTRONIC SUBMITTAL FORM](#).

Questions may be directed at Jason Walker, Manager of Meetings and Services, at jwalker@aupha.org.