

SOHA Administrative Residency Information

Semester-by- semester guide

updated: Fall 2024



First semester

The BHA/MHA student's first and foremost priority as a first semester student is their coursework.

- Other, secondary initiatives:
 - Define a strategy for your personal study plan and create good habits around a weekly routine that maps to your coursework/schedule.
 - Identify faculty mentors and engage in the SOHA Healthcare Leadership Coalition (HLC) student organization.
 - Begin to identify professional mentors by affiliating with professional organizations like ACHE, HFMA, HIMSS, MGMA, others.
 - Continue to search for your personal interest into a specific segment(s) of the healthcare industry: acute care/hospital, outpatient/ambulatory care, medical equipment/supply and support, others.

Second semester

For your second semester, begin your personal branding initiative.

- Update your SOHA resume (template provided).
- Access TxState Career Services office resources:
 - Resume review
 - Wardrobe closet
 - Interview practice
- Attend Career Services events, career Fairs, and local professional organization events (ACHE, MGMA, etc).
- Begin to develop your LinkedIn profile and address any online footprint issues (clean-up social media sites, etc).
- Begin to leverage any professional contacts for potential future residency opportunities.
 - Informal discussions
 - Meetings to discuss potential future residency placements

Third semester

By your third semester of SOHA studies, focus shifts to residency paperwork and placement with the SOHA Residency Coordinator.

- Complete all HA 4141/HA 5191 course assignments on-time, and correctly.
 - Failure to do so may delay your placement until the following semester.
 - Includes criminal background check, immunization paperwork, other requirements.
- Strengthen your professional network.
 - If you have a potential organization and/or preceptor in-mind, try to better solidify this relationship by working with the SOHA Residency Coordinator to confirm placement.
- Any confirmed or potential residency placement site/organization or preceptor information will be gathered by the SOHA Residency Coordinator and reviewed to ensure program expectations are met prior to a confirmed placement.

Fourth semester

Typically, SOHA students in their fourth semester are in their administrative field placement.

- During this time, it will be important to:
 - Conduct your residency duties professionally and meet the expectations of both your preceptor and your HA 4848/HA 5840 faculty member.
 - Update your resume with ongoing/recent accomplishments, other items.
 - Utilize TxState Career Services where applicable.
 - Attend professional organization meetings (ACHE, MGMA, HFMA, etc).
 - Search for follow-on job opportunities.