



CAREER INFUSED DEGREE MAP

Bachelor of Science: Health Services
Administration
Total Credits: 118-121

The B.S. in Health Services Administration prepares students to manage and lead healthcare organizations by combining knowledge of healthcare systems with business, policy, and administrative skills to improve service delivery and patient outcomes. The career infused degree map allows students to commit to their career exploration by aligning coursework with career readiness milestones.

FRESHMAN

CREDITS

- 3ENG 111 - English Composition I
- 3Flexible Core World Cultures and Global Issues (Course Set)
- 3MAT 104 - College Algebra **OR** Elective
Note: Depending on your math placement. 3 Elective
- 3Elective
- 3LEH 100 - The Liberal Arts: Freshman Seminar
Notes: LEH 100 recommended.

15TOTAL CREDITS

1ST SEMESTER

- ☐ Create a [Handshake](#) account to begin exploring career resources and opportunities available through your college's [Career Exploration and Development Center](#) and the [Occupational Outlook Handbook](#).
- ☐ Join a Lehman student club or organization to begin building your network and developing soft skills, (ACHE, MGMA, HFMA, NAHSE, Health Service Administration Organization).
- ☐ Create a resume to begin documenting your achievements. Review resume samples for your major in the Resources section of the Career Center page on Handshake.
- ☐ Enroll in free introduction to MS 365 computer skills workshops, tutoring/writing support, and/or leadership training ([Lehman IT Center](#), [Lehman Tutoring Center](#), [Office of Campus Life](#)).

2ND SEMESTER

- ☐ Create a [LinkedIn](#) account to establish your professional presence online, build industry connections, and follow developments and trends. (Follow area employers like St. Barnabus and Montefiore to learn about the knowledge, skills, and abilities employers are looking for)
- ☐ Take the [Focus 2 Career Assessment](#) (code: Lightning), and explore [employment options](#), subfields and career pathways. ([Indeed](#), or apply to [CUNY Inclusive Economy](#) for more options)
- ☐ Create a first-draft cover letter you can use to apply to professional development opportunities ([scholarships](#), [research opportunities](#), [CUNY pipeline programs](#)).
- ☐ Participate in an early career skills training program ([CUNY Beyond](#)).

SOPHOMORE

CREDITS

- 3Foreign Language I
- 3Required Core Life and Physical Sciences (Course Set)
- 3HSA 240 - Health Economics
- 3HSD 267 - Management of Health Organizations
- 3HSD 269 - Fundamentals of Biostatistics
- 3CED 102 – Introduction to Career Development
Note: This class is optional

15TOTAL CREDITS

1ST SEMESTER

- ☐ Identify a mentor in your field with whom you can check-in periodically ([School of Health Science, Human Services & Nursing](#), or [Christine Calero](#) if you are part of CUNY Inclusive Economy).
- ☐ Consider a [minor/certificate](#) aligned with goals and attend healthcare networking events.
- ☐ Apply for volunteering roles (Montefiore, NYC Health + Hospital, New York-Presbyterian, Northwell Health) or internships (NYC Department of Health, Bebee, Snagajob, Mount Sinai)
- ☐ Attend the ‘Mastering the Art of Interviewing’ workshop to learn the fundamentals of interviewing for internships and entry-level jobs. Register on [Handshake](#).

2ND SEMESTER

- ☐ Check your student email from CUNY Inclusive Economy for opportunities, events, jobs, and career resources.
- ☐ And meet with [Christine Calero](#) if you are part of CUNY Inclusive Economy.
- ☐ Check your internships/volunteering application or continue to apply for the summer.
- ☐ Identify skills and certificates you can earn to specialize or supplement your studies ([CUNY Upskilling](#); [LinkedIn Learning](#), free with an [NYPL](#) card; [Coursera](#), free via [NYS DOL](#)).
- ☐ Become a student member of a professional organization in your field (Health Service Administration Organization, ACHE, MGMA, HFMA, NAHSE).



LEHMAN COLLEGE
DIVISION OF

Student Affairs

Career Exploration &
Development Center



LEHMAN COLLEGE

School of Health Sciences,
Human Services & Nursing

CAREER INFUSED DEGREE MAP

Bachelor of Science: Health Services Administration

Total Credits: 118-121

ACADEMICS

CAREER READINESS

CREDITS

- 3 LEH 352 - Studies in Literature
OR LEH 353 - Studies in the Arts
OR LEH 354 - Studies in Historical Studies
OR LEH 355 - Studies in Philosophy, Theory and Abstract Thinking
- 3 HSA 304 - Financial Aspects of Health Care
- 3 HSA 312 - Managed Health Care
- 3 Elective
- 3 Minor or Certificate Course I*

15-16 TOTAL CREDITS

1ST SEMESTER

- ☐ Attend career fairs and industry conferences to network with professionals and meet recruiters in healthcare/mental health services, education, corporate/businesses, research, government, and law enforcement/legal.
- ☐ Mark your calendar and register for the annual fall CEDC Internship Fair at Lehman.
- ☐ Declare your Health Service Administration major and meet with Christine Calero if you are part of CUNY Inclusive Economy
- ☐ And apply to the Healthcare Management Program Internship at Northwell Health (click “sign up to receive HMP job alerts” to apply)
- ☐ Meet with your CEDC Career Specialist to practice your elevator pitch and update your resume and cover letter.
- ☐ Attend the ‘Networking Strategies’ workshop on Handshake and widen your network of contacts across Lehman and platforms like LinkedIn.
- ☐ If pursuing graduate study, begin considering the process for applying to the SPH/Lehman 4+1.

2ND SEMESTER

- 3 LEH 352 - Studies in Literature
OR LEH 353 - Studies in the Arts
OR LEH 354 - Studies in Historical Studies
OR LEH 355 - Studies in Philosophy, Theory and Abstract Thinking
- 3 HSA 307 - Research Methodology in Health Services Administration
- 3 BBA 336 - Business Law I OR ENW 300 - Business Writing
OR HIN 268 - Growth and Development OR PHI 330 - Business Ethics
OR PSY 335 - Health Psychology OR SOC 240 - Death, Dying, and Bereavement OR SOC 305 - Sociology of Health Care
OR BIO 181 - Anatomy and Physiology I OR ENW 307 - Health and Science Writing OR HEA 300 - Equity in Public Health
OR PHI 341 - Medical Ethics OR REC 302 - Administration of Recreation Services
- 3 BBA 336 - Business Law I OR ENW 300 - Business Writing
OR HIN 268 - Growth and Development OR PHI 330 - Business Ethics
OR PSY 335 - Health Psychology OR SOC 240 - Death, Dying, and Bereavement OR SOC 305 - Sociology of Health Care
OR BIO 181 - Anatomy and Physiology I OR ENW 307 - Health and Science Writing OR HEA 300 - Equity in Public Health
OR PHI 341 - Medical Ethics OR REC 302 - Administration of Recreation Services
- 3 Minor or Certificate Course II

15-16 TOTAL CREDITS

- ☐ Mark your calendar and register for the annual spring CEDC Job & Internship Fair at Lehman.
- ☐ Take a project or leadership role in the club or professional association you belong to or engage in relevant volunteerism.
- ☐ As graduation nears, reconnect with mentors for career advice, job leads, references, and continued mentorship post-graduation.

CREDITS

- 3-4 BBA 336 - Business Law I
OR ENW 300 - Business Writing
OR HIN 268 - Growth and Development
OR PHI 330 - Business Ethics
OR PSY 335 - Health Psychology
OR SOC 240 - Death, Dying, and Bereavement
OR SOC 305 - Sociology of Health Care
OR BIO 181 - Anatomy and Physiology I
OR ENW 307 - Health and Science Writing
OR HEA 300 - Equity in Public Health
OR PHI 341 - Medical Ethics
OR REC 302 - Administration of Recreation Services
- 3 HSA 402 - Healthcare Program Planning and Evaluation
- 3 HSA 469 – Health Services Administration Pre-Internship Seminar
- 3 Minor or Certificate Course III
- 3 Elective

15-16 TOTAL CREDITS

1ST SEMESTER

- ☐ Meet with your Career Specialist for full-time job search preparation: finalize your professional resume and cover letter and prepare for interviews.
- ☐ Demonstrate professional workplace readiness by completing all documentation, compliance requirements, and deadlines associated with HSA 469 field preparation.
- ☐ If applicable, begin drafting your application materials and identify your faculty references for graduate school or other postgraduate opportunities.
- ☐ Submit your work for the CUNY Student Scholar Showcase.

2ND SEMESTER

- 3 HSA 403 - Strategic Management: Health Planning in a Competitive Environment
- 3 HSA 470 - Health Services Administration Internship
- 4 Elective
- 3 Minor or Certificate Course IV

- ☐ Complete your 130 hours of your internship in your approved site.
- ☐ Mine job sites (Indeed, LinkedIn, Handshake, NYC Health + Hospitals, NYU Langone Health,) and apply for career-related roles. Record your progress and remember to follow up on your applications.
- ☐ Join the Lehman Alumni Network and CUNY Alumni Network for valuable career resources and continuous support.
- ☐ Complete the Cap and Gown Survey in CUNYfirst.
- ☐ If applicable, complete the process of applying to graduate school