

**Student Council Case Study Competition
2024 Case Study Rules and Policies**

Eligibility:

All student team members must meet the following eligibility requirements:

1. Be enrolled and in good standing in a graduate degree program such as: Master of Science in Health Care Administration, Master of Health Administration, Master of Public Health Degree with a concentration in Health Services Administration or a Master of Business Administration Degree with a concentration in Health Services Administration.
2. In composing teams, preference should be given to eligible students who have completed 12 credit hours in the student's program. A team may choose to include a student who has completed fewer than 12 credit hours when:
 - by virtue of a previous program of education, or related experience, the student has proficiency in case analyses, and presentations, and
 - The team's Program Director writes a letter of support of the exception.
3. The team may include a member, who meets the eligibility criteria from 1. or 2., who is enrolled in a Program different from other members of the team. The team's desire to avail itself of this exception should be supported by the (primary) team's Program Director, and the Program Director from the second Program, both of whom shall write letters in support of the exception.

By way of explanation, should one program not be able to field a team under Rules 1 and 2, Program Directors may endorse a combined application.

Team Sign-up:

Each team must be comprised of four to five members, named at the time of registration. Up to two teams per school will be permitted on a first-come-first-served basis based on the application submission date. Each team must complete and submit the Entry Form to info@achentx.org by **11:59 PM on Wednesday, October 4, 2023**.

If a team wishes to withdraw from the competition, the team will notify ACHE of North Texas via email at info@achentx.org.

Use of Resources:

Teams are free to use any resources that will help complete the case study. The work of the team **must** be original and outside resources must be cited. Each team should provide a list of sources used when submitting the case study using APA, MLA, or Chicago style for formatting.

Case Analysis Guidelines and Deadlines:

The final written case study analysis must be emailed to ACHE of North Texas (info@achentx.org) by **11:59 PM on Wednesday, October 16th, 2024**, or your team forfeits the competition.

Each team must submit a written case study resolution that includes an executive summary. The document must be no more than three (3) pages in length (including the executive summary), in single-spaced 12-point type, with 1-inch margins. Pages must be numbered. The deliverable must be emailed as a single attached document to ACHE of North Texas. *Deliverables that do not meet the stated requirements or deadlines will not be accepted for consideration, causing the team to forfeit the competition.*

Judges will evaluate the written submissions and select the top three submissions for an oral presentation. You will be notified on **Friday, October 18th, 2024**, if your team was selected as a finalist. If selected, the team must email their oral presentation's PowerPoint to ACHE of North Texas (info@achentx.org) by **11:59 PM on Wednesday, October 23rd, 2024**. Failure to meet stated deadlines results in team forfeiture.

For 2024, oral presentations will be held in person at the Methodist Charlton Medical Center on **Monday, October 28th, 2024**. **ALL** teams participating in the competition should hold this day on their calendars until they are notified if they will be one of the finalist teams. Once selected, the three finalist teams will be notified of their respective presentation time slots for October 20th.

Oral presentations will be scheduled in 45-minute slots between **8:30-11:30 AM**. Each team will be allowed (30) minutes to present its case study followed by fifteen (15) minutes for Q&A and judges' feedback. Teams will be penalized for going over their allotted time. Each team member should participate in the presentation and in the question and answer period. Business professional dress is required.

The three finalist teams will be invited as guests of the chapter to luncheon (**12-1PM on October 28th**) the same day.

Team Coaching:

An executive coach will be appointed for each participating team by ACHE of North Texas. The role of the coach is to serve as a sounding board for critique and refinement of the team's work. Coaching sessions may be conducted through in-person meetings, phone, email, or virtual meetings as the executive coach's availability allows. Teams are responsible for initiating contact and scheduling meetings with their assigned coaches.

Prizes:

The winning team will be chosen by the selected panel of judges after the conclusion of all presentations. The winning team will receive a cash prize, invitations to attend selected ACHENTX Board meetings, recognition in the chapter newsletter, and reimbursement for team members' basic registration fees to the next ACHE Congress on Healthcare Leadership. NOTE: this does not include travel costs. All awards will be shared equally among the winning team members. Lastly, the team members are encouraged to capture this distinction on their resumes.

Team Debrief:

All participating teams will be invited to meet with members of the judges' panel for a debrief following the announcement of the winning team. The debrief may occur as early as the day after the

presentation or at a time as the judges' panel and the teams subsequently arrange.