

**University of Florida**  
**College of Public Health & Health Professions Syllabus**

HSA 6105: Professional Skills Seminar

Section 5846 – Class of 2017

Section 3133 – Class of 2018

Semester: Fall 2016

Delivery Format: On-Campus

G-301 HPNP

Fridays 1:00-3:00pm

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Office Hours: By Appointment

Preferred Course

Communications: Email

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## Course Overview

The Professional Skills Seminar is one-credit S/U course designed to serve as a bridge between MHA graduate coursework and the world of practice, with a focus on developing career planning and professional skills. Some time is devoted to interpreting CAHME criteria, MHA program goals and underpinnings of the curriculum.

The value in this course is in being fully present, engaged, participatory and inquisitive. In addition to in-class lectures, panel discussions, and participation, there are a number of other outside seminars, professional meetings and other offerings to broaden students' exposure to the field.

## Relationship to Program Outcomes

This is the one class in the curriculum that allows first and second-year students to interact together with industry experts, practitioners, and alumni in informal non-academic discussion and small group exercises. Speakers provide diverse career previews and strategies for professional networking and personal presentation, directed to the early career MHA student. Assessment tools include attendance, active participation, and textbook chapter synopses/reactions statements. Questions of speakers and direct engagement is encouraged. Students are challenged to examine learning activities for relevant competency development.

## Course Objectives and/or Goals

The objectives of the course are designed to contribute towards mastery of key competencies for the MHA program. Course assignments, activities, and assessments are linked to the learning objectives and competencies.

Course Objective	MHA Competency	Activities	Assessment
Identify various career opportunities within the healthcare industry.  Demonstrate critical thinking and comprehension of industry sectors, trends & issues.	Analyze, synthesize, and act on key trends and activities, and government policies in the healthcare environment. (HEC-0)	Large Group Discussion Q & A  Expert Panels  Discussion Posts	Pre/Post Skills Testing  Short Answer Essays  Journal/Reflective Writing
Examine the complexity of cultural competency and how you might relate to others different from you.	Demonstrate sensitivity to cultural, ethnic, and social characteristics in the design and delivery of healthcare programs and services. (HOP-2)	Diversity Day key note address  Diversity Day expert panel discussion, Q & A	Cultural Competency Continuum
Cultivate professional relationships with guest speakers and alumni for mutual support and career development.	Establish and engage a network of professional and community relationships. (LP-1)	Expert Panels & Discussion  Association Events  Internship, Job & Fellowship Interviews	Pre/Post Skills Testing  Short Answer Essays  Journal/Reflective Writing
Critique the composition and achievements of senior leadership	Articulate the criteria to assemble a team with balanced capabilities and utilization of effective group processes to hold team members accountable individually and collectively for results (LP-2).	C-Suite Tours  Executive Panel Discussions Q & A	Pre/Post Skills Testing  Short Answer Essays  Journal/Reflective Writing
Generate, organize and compose written critique of learning activities in terms of	Apply effective and appropriate oral and written	Discussion Posts  Essay Questions	Journal/Reflective Writing

Course Objective	MHA Competency	Activities	Assessment
the MHA competencies	communication vehicles (LP-3).		
Interpret in-class exercises and discussions to identify individual goals for personal and professional development.  Evaluate constructive feedback and counsel shared among peers, mentors, faculty, and guest speakers.  Engage in appropriate career development activities.	Assess individual strengths and weaknesses (including the impact that you have on others) and engage in continual professional development including reflection and self-directed learning (LP-4).	Readings  Small Group / Large Group Discussion  Etiquette Training Seminar	Pre/Post Skills Testing  Short Answer Essays
Compare and contrast management and leadership styles of industry executives from a variety of settings	Articulate how leaders energize stakeholders with a compelling vision that fosters and sustains shared commitment to organizational goals (LP-5)	Executive Panel Large Group Discussion  C-Suite Site Visits	Pre/Post Skills Testing  Short Answer Essays  Journal/Reflective Writing
Conduct oneself in a manner that cultivates confidence and trust.	Model professional values and ethics (LP-6)	Discussion Board Exercise using website resources  Internship, Job & Fellowship Interviews	Short Answer Essays Journal/Reflective Writing

## COURSE MATERIALS AND TECHNOLOGY

### Materials

Text: The Emerging Healthcare Leader: A Field Guide.

Authors: Baedke, Lamberton

ISBN: 978-1-56793-729-9

Additional resources and readings may be posted in the course website.

## Technology

Course materials are housed and available on CANVAS e-learning  
For issues with technical difficulties for E-learning please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>  
<http://www.crc.ufl.edu/students/students.html>

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## COURSE CONTENT, TOPICAL OUTLINE, ACADEMIC REQUIREMENTS AND GRADING

The course grade is Satisfactory/Unsatisfactory. Students must achieve 80 points or greater of possible points to receive a Satisfactory grade for the course. The individual assignments, the points available for each and the grading method utilized are detailed and summarized in the table at the end of the syllabus:

Successfully completing the course depends on:

1. **Attendance at Friday Seminar Classes.** Your attendance is expected at scheduled regular class meeting times as scheduled below. Be sure to sign the attendance sheet at each class session.
2. **Introductory Power Point (1<sup>st</sup> Year Students).**
  - a. Create a Power Point Presentation (no longer than 5 slides) to Introduce yourself to the other students
  - b. Cover the following information:
    - i. Name, Hometown
    - ii. Undergraduate school and major
    - iii. Work and/or volunteer experience
    - iv. Your current interests in healthcare administration
    - v. Your hobbies and interests (outside of school/work)
  - c. E-mail your slides to the instructor before the presentation class date indicated in the schedule.
  - d. Present your slides on the date indicated, or during a subsequent class meeting as time allows.
3. **Internship Power Point (2<sup>nd</sup> Year Students).**
  - a. Create a Power Point Presentation (no longer than 6 slides) providing information about your summer internship
  - b. Cover the following information:
    - i. Your name/introduction
    - ii. Brief description of the organization
    - iii. Brief bio of preceptor and an assessment of their leadership style

- iv. Discuss your “main” project, challenges, what you produced, etc.
    - v. Discuss other projects that you worked on
    - vi. Assessment of your internship experience, what did you learn, what would you have done differently, advice for future interns, etc.
  - c. E-mail your slides to the instructor before the presentation class date indicated in the schedule.
  - d. Present your slides on the date indicated, or during a subsequent class meeting as time allows.
4. **C-Suite Tours, Other Seminars/Meetings.** Your attendance is expected at other professional events listed on the schedule. Attendance will be recorded via sign-in sheets, or verification forms to be signed by classmates. The Vice President of HASA will schedule the C-Suite Tours. Sign-in sheets are to be submitted to the instructor.
5. **Mock Interview.** An opportunity will be provided for you to practice your interview skills through the UF Career Resource Center. The Secretary of HASA will coordinate the mock Interviews and the Resource Center will provide the instructor with proof of participation.
6. **Resume Peer Review.** Partner with a classmate and provide feedback to each other via e-mail. Copy the instructor on your feedback for each other.
7. **Community Event.** Similar to the community/civic activity requirements for Fellowship in the American College of Healthcare Executives, participate in a community/civic activity. *“Examples of community/civic activities may include participation in charitable organizations, religious organizations, school boards, community boards, or other related activities. These activities can be one-time events, or short-term commitments.”* Submit information to the instructor via e-mail.
8. **Fellowship/Job/Intern Application.** Send the instructor documentation that you have applied for a Fellowship, Job, or Internship. A forwarded e-mail will suffice.
9. **Book Chapter Synopses.** Up to three Chapter Synopses from your class book may be completed. Your synopsis needs to be no more than two pages in length and needs to include the following: 1.) Brief synopsis of what was covered. 2.) Your three most salient “take-aways.” And 3.) Three questions that you would have for the author(s). Synopses should be uploaded to Canvas.
10. **Papers.** It is understood that Part-time MHA may have difficulty attending planned classes/events due to work responsibilities. As such, Part-time MHA students may submit up to three different papers to help acquire the total number of points required for a Satisfactory grade in the class. The topics of each paper include healthcare 1. “Professionalism,” 2. “Leadership,” and 3. Ethics. Each paper should be 12-point font, double spaced, and between 4 and 5. Papers should be uploaded to Canvas.

## Grading

Letter Grade	S	U
Grade Points	80 – 100 of total possible points	< 79.9 of total possible points

Greater than 80% of Possible Points = **Satisfactory**

Less than 80% of Possible Points = **Unsatisfactory**

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at:

<http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## Policy Related to Required Class Attendance

Please note all faculties are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details:

[http://www.registrar.ufl.edu/catalogarchive/01-02-catalog/academic\\_regulations/academic\\_regulations\\_013\\_.htm](http://www.registrar.ufl.edu/catalogarchive/01-02-catalog/academic_regulations/academic_regulations_013_.htm)

The expectation is that students will attend class and participate in discussions and in-class learning activities. Personal issues with respect to class attendance or fulfillment of course requirements will be handled on an individual basis.

## Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

**“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. “**

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

**“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”**

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for

consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

<http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

## SUPPORT SERVICES

### Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, you must register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class. The Dean of Students Office will provide documentation to you, which you then give to the instructor when requesting accommodation. The College is committed to providing reasonable accommodations to assist students in their coursework.

### Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:  
Alachua County Crisis Center:  
(352) 264-6789

<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>

BUT – Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

CLASS SCHEDULE AND GRADING							
Updated 8/29/16							
Date	Dress	Class Topic	Assignment		Points		
			Task	Type	2017	2018	PT
26-Aug	BC	Course Introduction	Attend	1	2	2	2
		"MHA Program Philosophy and Fundamentals" - Daniel Estrada, PhD, MHS, MBA, MHA Program Director & Clin. Assist. Prof.					
		Words of Wisdom from the Class of 2017	Discuss				
		Introductory Presentations, Class of 2018 (& additional class time as needed)	Present	2	0	5	0
2-Sep	BC	"Johns-Hopkins Fellowship Opportunities"	Attend	1	4	4	4
		La Tasha J. Barnwell, Administrative Fellow					
		UFHealth Internship Presentations Clara and Vanessa	Present	3	5	0	5
9-Sep	BP	"Community Health Systems (CHS)"	Attend	1	4	4	4
		Cody Vanvolkenburg, Sr. Manager, Talent Acquisition Robert Kane, Sr. Director, HR & Talent Acquisition					
16-Sep	BP	"Careers in Healthcare Consulting"	Attend	1	4	4	4
		Suneel Modani, Senior Consultant, Navigant Healthcare					
		Cathy Allison-Stubee, President, Allison-Stubee Associates Kitty Riggs, Manager, PwC					
23-Sep	BC	"Personal Statements, Cover Letters, Resumes, Interviewing, Etiquette"	Attend	1	4	4	4
30-Sep	BC	"Leadership and Coaching"	Attend	1	4	4	4
		Scott Sumner, Department of Anesthesiology					
7-Oct	BP	ACHE Continuing Education Event	Attend	4	5	5	5
		<b>No Regular Class Meeting</b>					
TBD	BC	NAHSE Dress Rehearsal #1	Attend	4	2	2	2
TBD	BC	NAHSE Dress Rehearsal #2	Attend	4	2	2	2
TBD	BC	NAHSE Dress Rehearsal #3	Attend	4	2	2	2
14-Oct	BP	NAHSE Conference (11th-14th)	Attend	4	2	2	2
		UF Homecoming - <b>No Regular Class Meeting</b>					
21-Oct	BP	FHA Conference in Orlando (19th-21st)	Attend	4	5	5	5
		<b>No Regular Class Meeting</b>					
28-Oct	BP	Tenet Internship Luncheon 11am to 1pm	Attend	1	4	4	4
		Tenet Internship Presentations Joel and Amara					
		"Marketing, Advertising, Business Development, Public Relations and Gift Development: Differences and Similarities"					
		Dana Nemenyi, Director of Business Development, UF Health					
		Lynne Capece, Director of Development, UF Health Katrina McAfee, Marketing and Communications Specialist, UF Health Nickie Doria, Marketing & Public Relations Coordinator, UF Health					
4-Nov	BP	MHA Open House	Attend	4	4	4	4
		<b>No Regular Class Meeting</b>					
11-Nov	N/A	Veteran's Day					
		<b>No Regular Class Meeting</b>					
18-Nov	BP	"Gator Healthcare Forum" at UF Hilton	Attend	4	5	5	5
		<a href="http://www.cvent.com/d/sfq457">http://www.cvent.com/d/sfq457</a>					
25-Nov	N/A	Thanksgiving Holiday					
		<b>No Regular Class Meeting</b>					
2-Dec	BC	"Insights from an Executive Search Firm"	Attend	1	4	4	4
		Doug Greenberg, Senior Client Partner, Korn/Ferry International					

TBD	BP	C-Suite Tour #1	Attend	4	2	2	2
TBD	BP	C-Suite Tour #2	Attend	4	2	2	2
TBD	BP	C-Suite Tour #3	Attend	4	2	2	2
TBD	BP	C-Suite Tour #4	Attend	4	2	2	2
TBD	BP	Mock Interview	Participate	5	3	3	3
TBD	N/A	Resume Peer Review	Participate	6	3	3	3
TBD	N/A	Community Event	Participate	7	3	3	3
TBD	N/A	Health Science Leadership Council Presentation	Attend	4	3	3	3
TBD	N/A	Health Science Leadership Council Presentation	Attend	4	3	3	3
TBD	N/A	Fellowship/Job Application #1 - Class of 2017 & PT	Submit	8	2	0	2
TBD	N/A	Fellowship/Job Application #2 - Class of 2017 & PT	Submit	8	2	0	2
TBD	N/A	Fellowship/Job Application #3 - Class of 2017 & PT	Submit	8	2	0	2
TBD	N/A	Internship Application #1 - Class of 2018	Submit	8	0	2	0
TBD	N/A	Internship Application #2 - Class of 2018	Submit	8	0	2	0
TBD	N/A	Internship Application #3 - Class of 2018	Submit	8	0	2	0
TBD	N/A	Chapter Synopsis	Submit	9	2	2	2
TBD	N/A	Chapter Synopsis	Submit	9	2	2	2
TBD	N/A	Chapter Synopsis	Submit	9	2	2	2
TBD	N/A	"Professionalism" Paper	Submit	10	0	0	15
TBD	N/A	"Leadership" Paper	Submit	10	0	0	15
TBD	N/A	"Ethics" Paper	Submit	10	0	0	15
		Total Points			100	100	145