

University of Florida
College of Public Health & Health Professions Syllabus

HSA 6105: Professional Skills Seminar
Section 2723, Class 18568 – Class of 2019
Section 272G, Class 18569 – Class of 2020
Semester: Fall 2018
Delivery Format: On-Campus
Communicore C1-7
Fridays 1:00-3:00pm

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Preferred Course
Communications: Email

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 gained by being fully present in class, 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 opportunities to broaden students' exposure to the field of healthcare administration.

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 the discussion of various reading assignments. Questions of speakers and direct engagement is encouraged. Students are challenged to examine learning activities for relevant competency development.

Course Objectives and 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 the MHA competencies	Apply effective and appropriate oral and written communication vehicles (LP-3).	Discussion Posts Essay Questions	Journal/Reflective Writing

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

COURSE MATERIALS AND TECHNOLOGY

Materials

There is not a textbook assigned for the class, however, various reading material will be shared throughout the course via e-mail and the Canvas site for discussion in class.

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
- (352) 392-HELP - select option 2

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 (1st and 2nd 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. Upload your slides to the Canvas site 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 (2nd 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. Upload your slides to the Canvas site 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.
 - e. You are encouraged to invite your preceptor to your presentation if possible. If you need to present on/at a particular date/time to facilitate their attendance, please inform the instructor.
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 Health Administration Student Administration (HASA) will schedule the C-Suite Tours. Sign-in sheets are to be submitted to the instructor after each group event.
5. **Mock Interview.** An opportunity will be provided for you to practice your interview skills. HASA will coordinate the mock Interviews and feedback will be provided. Submit information about who you interviewed with, and the date, through the assignment in Canvas.
6. **Resume Peer Review.** Partner with a classmate and provide feedback to each other via e-mail. Copy the instructor on your feedback to 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 the assignment in Canvas.
8. **Fellowship/Job/Internship Application/Inquiry.** Send the instructor documentation that you have applied/inquired for/about a Fellowship, Job, or Internship. Part-time students may apply/inquire about an association membership, or certification. A forwarded e-mail to the instructor will suffice, or information/comment can be uploaded through the Canvas site.
9. **Other.** It is understood that issues may arise throughout the semester that may interfere with assignments. Other opportunities to make up assignments may be provided throughout the course. The instructor will evaluate as issues occur and will address at the end of the course. Your presence and engagement in classroom activities is critical.

The dates and locations of class, other professional learning opportunities, and the points available for each are listed below. Information about guest speakers and specific topics covered in class will be distributed throughout the semester and posted to Canvas throughout the semester.

HSA 6105 Fall 2018				
CLASS SCHEDULE				
Date	Class Topic	Assignment		
		Task	Type	Points
24-Aug	Class in Communicore C1-7 (2pm to 4pm)	Attend	1	5
	MHA Fall Welcome Social - First Magnitude (5-7pm)			
31-Aug	Class in Communicore C1-7 (1pm to 3pm)	Attend	1	5
7-Sep	Class in Communicore C1-7 (1pm to 3pm)	Attend	1	5
14-Sep	Class in Communicore C1-7 (1pm to 2:30pm)	Attend	1	5
21-Sep	Class in Communicore C1-7 (1pm to 3pm)	Attend	1	5
28-Sep	Class in Communicore C1-7 (1pm to 3pm)	Attend	1	5
5-Oct	Florida Hospital Association Annual Meeting (10/3 to 10/5)	Attend	4	5
	No Regular Class			
12-Oct	Class in Communicore C1-7 (1pm to 2:30pm)	Attend	1	5
19-Oct	Class in Communicore C1-7 (1pm to 3pm)	Attend	1	5
26-Oct	Class in Communicore C1-7 (1pm to 3pm)	Attend	1	5
2-Nov	UF Homecoming			
	No Regular Class			
9-Nov	Class in Communicore C1-7 (1pm to 3pm)	Attend	1	5
16-Nov	MHA Open House (12 to 3pm)	Attend	4	5
	No Regular Class			
23-Nov	Thanksgiving Holiday			
	No Regular Class			
30-Nov	Class in Communicore C1-7 (1pm to 3pm)	Attend	1	5
TBD	Fellowship/Job/Internship/Membership Inquiry/Application #1	Participate	8	2
TBD	Fellowship/Job/Internship/Membership Inquiry/Application #2	Participate	8	2
TBD	Fellowship/Job/Internship/Membership Inquiry/Application #3	Participate	8	2
TBD	NAHSE Dress Rehearsal #1	Attend	4	4
TBD	NAHSE Dress Rehearsal #2	Attend	4	4
TBD	C-Suite Tour #1	Attend	4	4
TBD	C-Suite Tour #2	Attend	4	4
TBD	C-Suite Tour #3	Attend	4	4
TBD	Mock Interview	Participate	5	3
TBD	Resume Peer Review	Participate	6	2
TBD	Community Event	Participate	7	4
Total Points				100

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:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

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://www.graduateschool.ufl.edu/>

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.