

University of Florida
College of Public Health & Health Professions
Syllabus HSA 6105: Professional Skills Seminar
Section 2723, Class 16456 – Class of 2020
Section 272G, Class 18457 – Class of 2021
Semester: Fall 2019
Delivery Format: On-Campus
HPNP G312 Fridays 1:00-3:00pm

Instructor Name: Keith J. Benson, PhD, MHA, MBA
Room Number: HPNP 3106
Phone Number: 352-273-6069
Email Address: keithbenson@phhp.ufl.edu
Office Hours: Tuesday 7th period 1:55-2:45pm or by appointment
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 health care management, 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
<p>Identify various career opportunities within the healthcare industry.</p> <p>Demonstrate critical thinking and comprehension of industry sectors, trends & issues.</p>	Analyze, synthesize, and act on key trends and activities, and government policies in the healthcare environment. (HEC-0)	<p>Large Group Discussion Q & A</p> <p>Expert Panels</p> <p>Discussion Posts</p>	<p>Short Answer Essays</p> <p>Journal/Reflective Writing</p>
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)	To Be Announced	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)	<p>Expert Panels & Discussion</p> <p>Association Events</p> <p>Internship, Job & Fellowship Interviews</p>	<p>Pre/Post Skills Testing</p> <p>Short Answer Essays</p> <p>Journal/Reflective Writing</p>
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).	<p>C-Suite Tours</p> <p>Expert Panel & Discussion</p> <p>Discussions Q &A</p>	<p>Pre/Post Skills Testing</p> <p>Short Answer Essays</p> <p>Journal/Reflective Writing</p>
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).	<p>Discussion Posts</p> <p>Essay Questions</p>	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 all scheduled seminars. I will take roll each class.
2. Completing all required activities on time. Complete your assessment of each day's presentation, discussion, or development exercises and submit as instructed. This applies to some, not all, seminar sessions.

Date Schedule Outline

The topics of each seminar 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.

Session	Topics	Dress Code
8/23	Welcome, Overview, Discussion of expectations, management development exercises	Business Casual
8/30	Fellowship, Job Search, Internship Strategies. Cultural Competency	Business Casual
9/6	2 nd Year MHA Internship Presentations. Founder's Gallery. 1st year's must attend	Business Formal
9/13	Life after the MHA – panel discussion by recent MHA alums	Business Formal
9/20	Ms. Jennifer Buford, Executive Recruiter, Key Talent Acquisition, HCA Human Resources Group, Coming to speak about their Management in Training program and conduct interviews	Business Formal
9/27	Mr. Steve Harris, MBA, MHA, CHFP Vice-President of Payor & Government Affairs Tampa General Hospital. Coming to speak about TGH fellowship (offered to present on additional topic as well) Will be accompanied by 2018 graduate Teddy Schrader, current administrative fellow	Business Formal
10/4	UF Homecoming – No Class	
10/11	UF Innovate Tour	Business Formal
10/18	Mr. Ed Jimenez, CEO, UF Health Shands Hospital System Meeting will occur in Heart and Vascular Hospital	Business Formal

10/25	FHA Annual Meeting	Business Formal
11/1	Navigating the Professional Landscape as a Young Careerist	TBD
11/8	MHA Open House- No Class	Business Formal
11/15	Long Term Care Tour Oak Hammock at the University of Florida	Business Formal
11/22	Physician Practice Management or FQHC Tour	Business Formal

Grading

Having not more than one (1) unexcused seminar class absence and a 80% or greater successful completion of course activities = **Satisfactory**

Having two or more unexcused seminar class absences **or** less than a 80% successful completion of course activities = **Unsatisfactory**

Students are responsible for meeting all academic objectives as defined by the instructor. Absences count from the first class meeting. In general, acceptable reasons for absences from class include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays, and participation in official University activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused.

<http://www.graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>

For an absence to not be counted as unexcused a student may be required to provide documentation.

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.