

**University of Florida**  
**College of Public Health & Health Professions**  
Syllabus HSA 6105: Professional Skills Seminar  
Class 15129 – UF MHA Class of 2022  
Class 15130 – UF MHA Class of 2021  
Semester: Fall 2021  
Delivery Format: HPNP G103  
Friday 1:00-3:00pm

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Office Hours: Tuesday 2:00-3:00pm zoom or by appointment  
Preferred Course Communications: Email

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## **PURPOSE AND OUTCOME**

### **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.

### **Relation 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. The table on the following pages shows what is covered in the Professional seminar over the four semesters.

<b>Course Objective</b>	<b>MHA Competency</b>	<b>Activities</b>	<b>Assessment</b>
<p>Identify various career opportunities within the healthcare industry.</p> <p>Demonstrate critical thinking and comprehension of industry sectors, trends &amp; 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 &amp; 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 &amp; Discussion</p> <p>Association Events</p> <p>Internship, Job &amp; 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>Expert Panel &amp; Discussion</p> <p>Discussions Q &amp;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 Large Group Discussion</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 Exercise using website resources</p> <p>Internship, Job &amp; Fellowship Interviews</p>	<p>Short Answer Essays</p> <p>Journal/Reflective Writing</p>

## DESCRIPTION OF COURSE CONTENT

### Topical Outline/Course Schedule

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
8/27	Welcome, Overview, Discussion of expectations, team building exercises	Business Casual
9/3	Maiya Madden, MHA & T'Kia Gill, MHA Administrative Fellows, Ochsner Health	Business Casual

	Ms. Jennifer Buford, Executive Recruiter, Key Talent Acquisition, HCA Human Resources Group	
9/10	Peckham Panel – <b>Several UF MHA Alumni</b>	Business Casual
9/17	Mr. Ed Jimenez, MBA, CEO, UF Health Shands Hospital Meeting will be in HPNP Auditorium	Business Formal
9/24	Leading Teams Dr. Lee Revere PhD, MS – Via Zoom	Business Casual
10/1	MHA Internship Showcase	Business Formal
10/8	Florida Hospital Association Meeting	Business Formal
10/15	Jeff West, MHA System Vice President, Managed Care at UF Health	Business Formal
10/22	Jeffrey Lowenkron, MD Chief Medical Officer, The Villages Health Meeting will be in HPNP Auditorium	Business Formal
10/29	Dr. Chris Louis, PhD (UF MHA Grad) Using data for decision-making and hospital and health system care coordination strategies to reduce hospital use among high utilizers	Business Formal
11/5	MHA Open House- Keynote Speaker, Laura GruberMBA/MHS Alumni	Business Formal
11/12	Tour of The Oak Hammock at the University of Florida.	Business Casual
11/19	Jessica Zayakosky, MHA & Scott Mullen, MHA End of Life Care: What HC Managers Need to Know	Business Casual
12/3	Reflection Paper Due	Business Casual

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## 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 technical support for this class, 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>

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## ACADEMIC REQUIREMENTS AND GRADING

### Assignments

Requirement	Due date	Points or % of final grade (% must sum to 100%)
Reflection papers on speakers/topics	Throughout semester	40%
Attendance		40%
Homework	Throughout semester	20%

More details will be forthcoming on Canvas.

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.

The course grade is Satisfactory/Unsatisfactory. Students must achieve a cumulative 80% or greater in total graded items and not have **more than two** unexcused absences from class to earn a satisfactory grade for HSA 6105.

Having not more than two (2) 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.

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## STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

### Expectations Regarding Course Behavior

It is important to attend all classes, take detailed notes, and actively participate in class and group discussions in order to succeed in the course. Finally, students are expected to be engaged and respectful of the instructor and guest speakers.

### Communication Guidelines

For questions regarding course logistics, assignments, or issues with Canvas or Zoom, please first contact your team members to see if your team can help resolve the issue. If your team cannot resolve the issue, please try to reach the instructor during office hours or during class. If that is not possible or the concern is urgent, please email the instructor with your concern and allow for a two-business day response.

### 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.

### Online Faculty Course Evaluation Process

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

### **Policy Related to Guests Attending Class:**

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Please note that guests are **not** permitted to attend either cadaver or wet labs. Students are responsible for course material regardless of attendance. For additional information, please review the Classroom Guests of Students policy in its entirety. Link to full policy: <http://facstaff.php.ufl.edu/services/resourceguide/getstarted.htm>

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## **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.

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### **Inclusive Learning Environment**

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: [www.multicultural.ufl.edu](http://www.multicultural.ufl.edu)

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### **Recording Class Lectures**

"Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code."

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## Professionalism and COVID

As students pursuing a path in the health professions or public health, it is crucial to demonstrate professional behaviors that reflect integrity and commitment to the health of patients, fellow health professionals, and to populations we serve. To accomplish this, a strong responsibility for the well-being of others must be evident in our decisions, along with accountability for our actions. Professionalism in the health disciplines requires adherence to high standards of conduct that begin long before graduation. This is particularly true during times of health emergencies such as the COVID pandemic, given our professional habits can have a direct impact upon the health of persons entrusted to us.

If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment:

<https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.

In response to COVID-19, the following professional practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to protect the health and safety of ourselves, our patients, our neighbors, and our loved ones.

**You are required to wear approved face coverings at all times while in Health Science Center classrooms and within Health Science Center buildings even if you are vaccinated.**

If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email [covid@shcc.ufl.edu](mailto:covid@shcc.ufl.edu)) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.

- Continue to follow healthy habits, including best practices like frequent hand washing.
- Avoid crowded places (including gatherings/parties with more than 10 people)

Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class. Hand sanitizing stations will be located in every classroom.

Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office. Continue to regularly visit [coronavirus.UFHealth.org](https://coronavirus.UFHealth.org) and [coronavirus.ufl.edu](https://coronavirus.ufl.edu) for up-to-date information about COVID-19 and vaccination.

## COVID-19 Symptoms

See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for information about COVID-19 symptoms, which may include fever, cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and loss of taste or smell.