Course Syllabus
Spring 2016 – 8-Week 1

Course Title: Leadership and Management in Health Related Organizations
Course Prefix/Number: HSA 4184
Credit Hours: 3
Instructor: Dr. Mary Haumschild, RDH, RN, DrHS
Email: Please email me from within MyCourses using the "Email Instructor" tool on the left hand side under Course Content/Table of Contents
Phone: Off-Campus; Please email within MyCourses for phone appointment
Office/Virtual Hours: Monday-Friday 8:30-4:30 and once on each weekend day
Instructor Web Page: http://www.spcollege.edu/instructors/id/haumschild.mary

Program Administration
Dean, College of Health Sciences: Rebecca Ludwig, PhD
Administrative Services Specialist: Sandy Malkin
Administrative Services Specialist Phone: 727-341-3771
Office Location: HEC 179
Course Mentor: Lara Maisch, MHSA
Course Mentor Email: Maisch.Lara@spcollege.edu

Important Course Dates:
- Last day to drop with a full refund: January 15, 2016
- Last day to withdraw with a “W”: February 11, 2016

Please save this Course Syllabus for future reference. You will be required to reference this syllabus during your final Capstone Experience.

Course Time Commitment: This BASHSA online course is organized into 8 weekly Modules and requires your active participation. Expect to spend about 8-12 hours of time per week for each course.

Course Meeting Times: This is an online, eight (8) week course; this course is not self-paced. Module/weekly pages will generally open at least by Monday morning at 8 a.m. Please check the course snapshot for complete details on beginning and ending dates of modules/weeks. Due to its shortened timeframe Module/week 8 may have different open and close dates. As such, all dates are posted in the course snapshot and are non-negotiable.

Required Textbooks:

July 29, 2015
Required Materials (Required for all Students in This Course)

1. Health Services Administration Style Guide 2015 – 2016. Available in MyCourses. Enter your course then follow this path: Course Content > Resources > Course Resources > Style Guide. It is recommended that you download and save the Style Guide (Available as a PDF) for future reference.

Attendance: For this class, active participation/attendance is defined as logging into the course throughout the week, participating in online discussion forums and completing and submitting required assignments, quizzes & posting forums by the posted due dates each week of the course. Thus, simply logging in does not constitute attendance. Please see the link to the college syllabus addendum below for additional details.

Holidays: Because of the shortened nature of this course, holidays that occur during this course are not considered days off. All due dates are posted in the course snapshot. Please plan ahead for all religious and personal holidays so that your work is not considered late.

Assignments/Discussion Postings: Each week you will be required to complete assignments and/or discussion postings. The assignments may consist of a variety of activities as assigned in the course and Snapshot. All weekly assignments are due by Sunday night at midnight EST or as stated in the course snapshot. Discussion posts should be made throughout the week. All first original discussion postings are due by Thursday night at midnight EST. All discussion replies are due by Sunday at midnight EST. Please note that submitting all discussion post replies late on Sunday night is not sufficient engagement in class discussions and will be graded according all assignments must be submitted to the dropbox as an attachment.

Contacting the Instructor: The best way to contact me is via The Learning Management System email within this course. If The Learning Management System is unavailable please contact me using your @live.spcollege.edu at the address above. You may expect a response from me within 24-48 hours. Your Live@edu student email is the college’s official way to communicate with the college outside of your The Learning Management System courses.

Course Description:
Prerequisite: HSA 3104 with a minimum grade of C and admission to the Health Services Administration Program. This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal and professional behavior, communication, organization and self-examination. This course explores opportunities to develop leadership roles appropriate in Health-Related Organizations. 47 contact hours or equivalent.

Major Learning Outcomes:
1. The student will differentiate between the concepts of leadership and management in relation to the goals of the individual and the health related organization by:
   a. analyzing various definitions of leadership and management.
b. comparing and contrasting various theories of leadership including: participative leadership; situational leadership; transactional leadership, transformational leadership, and servant leadership.

c. writing a personal definition of leadership that includes a reflection of leadership definitions and theories.

2. The student will explain the effect that leaders' communication behaviors have upon attitudes, motivation, commitment, trust and self confidence by:
   a. discussing styles of communication and their relationship to leadership.

   b. analyzing the relationship between communication and leadership.

   c. describing techniques to improve listening and communication skills.

   d. recognizing and avoiding barriers to communication.

   e. defining and discussing the various forms of communication such as verbal and nonverbal.

3. The student will evaluate the roles and functions of leaders in health related organizations by:
   a. describing healthcare visions and values that influence healthcare leaders.

   b. analyzing personal leadership traits based on values.

   c. discussing the relationship between personality type and leadership style.

   d. discussing the drivers of change that influence health care leaders.

   e. discussing the challenges that health care leaders will encounter.

   f. discussing the global context of the health care leaders’ role.

4. The student will examine team evaluation and how this evaluation can apply to their health care practice in the establishment of structure, values, and effectiveness of the health care organization by:
   a. describing and discussing the importance of team assessment strategies in health care.

   b. describing how self-evaluation will affect the role of a health care leader.

   c. discussing factors that influence the effectiveness of health care leaders.
Criteria Performance Standard:
Upon successful completion of this course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

Academic Integrity: All academic work submitted to satisfy course requirements is expected to be the student’s OWN work. Cheating and plagiarism will not be tolerated. Please remember that plagiarism is not restricted to copying someone else’s work, but also includes paraphrasing another’s work without proper attribution. This includes “cutting and pasting” from Internet sources and the use of photos, figures, tables or clip art that is not classified as free ware. Academic dishonesty and plagiarism are serious matters in academia. Please see SPC’s Academic Honesty page, to learn more about how to avoid them:
http://www.spcollege.edu/academichonesty
• The College of Health Sciences follows a progressive discipline procedure with regard to academic honesty violations. Sanctions may range from a point deduction on an assignment to expulsion from St. Petersburg College, and are determined based on the severity of the offense. All instances of plagiarism, whether suspected intentional or unintentional, will be forwarded to the Dean’s Office for the College of Health Sciences.

Resubmission of Work: All work that is submitted for grading in an HSA course must be original to that course attempt. When a student attempts an HSA course for a second or third time no previously submitted assignments, discussion forums, or quizzes may be submitted for grading. If work is resubmitted in a subsequent attempt at a course, this is considered self-plagiarism and is as serious as other forms of plagiarism. All forms of plagiarism will be reported to the Dean’s Office.

Health Services Administration Program/Course Updated Policy Regarding Quoted Material

In this course and the HSA program we expect students to demonstrate the ability to integrate critical thought with a synthesis of the reading they do for assignments. This means that we want you to use your own words to communicate facts as well as your knowledge, thoughts, reactions, and reflections. We do NOT want students to simply cut and paste quoted material into their work, even with proper citation. Any text taken directly from another source is not considered the student’s work; it is a compilation of the words of others, and students will not receive a grade for the quoted material.
• Students are expected to understand and demonstrate appropriate paraphrasing, citations and references.
• Quoted material should not be used. Use of quoted material, or work that has not been properly paraphrased, cited or referenced will result in point loss.
Health Services Administration Department Late Policy – Please Read Carefully!

A. Late Assignments (Examples: Papers, PowerPoints, Projects, Worksheets, etc.):
- Assignments submitted within 24 hours of due date - worth 50% of their graded value (grade achieved, minus 50%).
- Failure to submit any assignment within 24 hours of the due date will result in a zero for the assignment. All due dates are listed in the Course Snapshot. No assignments will be accepted 24 hours beyond the due date.
- Assignments and Discussions from Module 7 and Module 8 will not be accepted past their stated due dates in the Course Snapshot.

B. Late policy for Quizzes and Discussion Forums:
- Quizzes may not be made up; the due date is in Course Snapshot.
- Discussion postings made after the midnight Sunday deadline for any module will not receive credit and cannot be made up.

Course Grading:

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<th>Letter Grade</th>
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<tr>
<td>A</td>
<td>188 – 209</td>
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Important Information to Remember: Faculty and students are responsible for maintaining a positive learning environment. As a future health care professional, it is your responsibility to conduct yourself in a professional manner. Individuals that demonstrate professionalism are consistent in their values, attitudes, and behaviors.

Student Survey of Instruction: The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. Students are expected to complete the survey in each course. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

Internet Caution: This course requires the use the Internet for some assignments and activities. Please note that other Internet users may be able to access students’ works whether the access is secured or unsecured. The College cannot protect against the type of materials on the Internet, piracy of students’ materials or assure the privacy of materials.

Student Resources

Learning Resource Specialist: A Learning Resource Specialist is available to any student who
desires help and direction with writing skills. This includes students who live away from the St. Petersburg area. This service is provided at no cost and is administered through the New Initiative Program (NIP). Students can call the NIP Center for further information at 727-341-3724. Please provide the name of your instructor as well as the course you are taking. While these services are provided to you by the college, the responsibility to contact the learning resource specialist lies with the student. Have your assignment completed and ready for the learning resource specialist by Thursday at 5PM of the week in which the assignment is due. It is not the responsibility of the learning resource specialists to correct your work and return for your submission, but rather, to help you improve your writing skills and critical thinking abilities. The current learning resource specialists for the HSA program are:

- Leo Johnson: johnson.leo@spcollege.edu
- Suraj Wagh: Wagh.Suraj@spcollege.edu
- Lindsay Curry: Curry.Lindsay@spcollege.edu

Computer Assistance: If you experience problems accessing the course online, accessing materials, posting assignments or any other hardware or software issues, please contact the “HELPDESK” at 727-341-4357 or email onlinehelp@spcollege.edu. The HELPDESK is staffed daily from 7:00 a.m. to midnight.

Computer Issues: Personal computer issues can happen from time to time. It is your responsibility to contact your instructor should a problem arise. Additionally, computer issues will not extend the due date for assignments, discussions, or quizzes (see course snapshot).

Online Library: To logon to the Online Library through the SPC homepage, use your Student ID number and the last 4 numbers of your Social Security Number.

- For library help you may contact the Health Education Center library for assistance. The library staff can provide you with immediate assistance during the hours they are open.
  - Joshua Brown, brown.josh@spcollege.edu, (724) 341-3657
- Check here for the library’s hours and location: http://www.spcollege.edu/libraries/#tab=6

Accommodations: St. Petersburg College recognizes the importance of equal access for all students. Disability Resources (DR) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Instructors may not grant accommodations without proper documentation from the DR Office. Students registered with DR, who have a letter requesting accommodations, are encouraged to contact the instructor early in the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact DR for a confidential discussion at 727-341-3721 (V/TTY) or at silvers.stefanie@spcollege.edu. Additional information is available at the college-wide Disability Resource website: http://www.spcollege.edu/dr/. (Adapted from University of Minnesota).

Please note: All materials provided via The Learning Management System are copyrighted, unless explicitly indicated otherwise. As such, materials are for personal, educational use only during the course of this semester and may not be reproduced or distributed.
Instructional Continuity Plan: In the event of a natural disaster that affects the function of the college, this online course will continue as normal.

Important Links

Please see your MyCourses homepage (http://mycourses.spcollege.edu) to access important college resources/links.

Syllabus Addendum:  http://www.spcollege.edu/webcentral/policies.htm


Incomplete Grade Information: Please visit and scroll to the bottom of the page http://www.spcollege.edu/catalog_academics/

Students are responsible for all information in the course syllabus. Please print this syllabus and have available for your ease of reference. The syllabus will be available during all modules and is referenced in the Syllabus Module on the course homepage.
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<th>Module Topic</th>
<th>Discussion Posting Forums (points)</th>
<th>Assignments (points)/Readings</th>
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| Module 1 Leadership & Management   | • Bio (0)                          | 1. Review Syllabus, Snapshot, and Course Materials  
                                        | • Stewardship in Healthcare (5)                                                                | 2. See Assignment Readings in MyCourses (Course Content Link)  
                                        | • Personal definition of leadership (5)                                                        | 3. Module 1 Summary (2)  
                                        | • Module 1 Summary (2)                                                                        |                                                                                     |
| Module 2 Transforming Your Leadership | • Healthcare Leadership (5)        | 1. See Assignment Readings in MyCourses (Course Content Link).  
                                        | • Module 2 summary (2)                                                                        | 2. Servant vs. Traditional leadership (20)  
                                        |                                                                                              |                                                                                     |
| Module 3 Leadership and Communication | • Barriers to Effective            | 1. See Assignment Readings in MyCourses (Course Content Link).  
                                        | Communication (5)                                                                              | 2. Health Care Policy Annotated Bibliography (20)  
                                        | • Module 3 summary (2)                                                                        |                                                                                     |
| Module 4 Integrity, Ethics, and     | • Intersection of integrity, ethics.| 1. See Assignment Readings in MyCourses (Course Content Link).  
                                        | Commitment (5)                                                                                 | 2. Resume Assignment (20)  
                                        | • Module 4 Summary (2)                                                                        |                                                                                     |
| Module 5 Personal & Team Values     | • MBTI (5)                          | 1. See Assignment Readings in MyCourses (Course Content Link).  
                                        | • Team Leadership (5)                                                                          | 2. Team Reflection Assignment (20)  
                                        | • Module 5 summary (2)                                                                        |                                                                                     |
| Module 6 Effectiveness of the Team  | • Team Values (5)                   | 1. See Assignment Readings in MyCourses (Course Content Link).  
                                        | • Module 6 Summary (2)                                                                        | 2. Group Job Interview PowerPoint presentation (40) due Week 7 - Sunday before midnight  
                                        |                                                                                              |                                                                                     |
| Module 7 Evaluation in Healthcare   | • Perspectives (5)                 |                                                                                               |                                                                                     |
| Leadership                         | • Module 7 Summary (2)              |                                                                                               |                                                                                     |

*Check Week 8 Closing Dates – Week 8 is Short*
### Module 8
Course Reflection and Wrap-up  
February 29, 2016 – March 2, 2016  

*Short Week – Check Closing Dates*

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