

**Course Syllabus
Fall 2017 – 8W1**

Course Title:	Leadership and Management in Health Related Organizations
Course Prefix/Number:	HSA 4184
Credit Hours:	3
Instructor:	Dr. Mary Haumschild, RDH, RN, BA-HCA, BASDH, CRA, MHSc, DHSc
Email:	Please email me from within MyCourses using the "Email Instructor" tool on the left-hand side under Course Content/Table of Contents
Phone:	Please email within MyCourses for phone appointment (I do not want to miss you)
Office Location:	Off campus
Office/Virtual Hours:	Monday-Friday 8:30-4:30
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

Important Course Dates:

- Last day to drop with a full refund: August 18, 2017
- Last day to withdraw with a "W": September 14, 2017

Students are responsible for all information in the course syllabus. Please print and save this syllabus for reference for this course and the final Capstone Experience.

Required Textbooks:

1. Dye, C. F. (2017). *Leadership in healthcare: Essential values and skills* (3rd ed.).

Chicago, IL: Health Administration Press. ISBN: 9781567938463

Required Materials (Required for all Students in This Course)

Health Services Administration Style Guide 2017 – 2018. Available in MyCourses in the Course Resources module. It may be downloaded and saved for future reference.

Attendance: Participation/attendance is determined by participating in graded discussion forums and completing course assignments. Simply logging in does *not* constitute attendance. Attendance is recorded after Week 1 and Week 2; lack of participation during this time may

result in an administrative drop (“W”) from the course. Attendance is also recorded at the 60% mark (immediately after the last date to withdraw with a “W”); completion of less than 60% of the course work may result in an administrative drop (“WF”).

Holidays: Holidays that occur during the course do not impact assignment due dates (See Course Snapshot); please plan ahead.

Course Time Commitment: This course is organized into 8 weekly Modules. Expect to spend **8-12 hours** of time per week for **each** course. This course is not self-paced, the course snapshot details important dates for each module/week.

Assignments/Discussion Postings: A variety of assignments, activities and/or discussion postings are due each week. All first original discussion postings are due before 11:59 p.m. Thursday, EST. All discussion replies and assignments are due before 11:59 p.m. Sunday, EST (unless otherwise specified on the course snapshot). Starting your discussion replies on Sunday night is not sufficient engagement in class discussions and will be graded accordingly.

Contacting the Instructor: The best way to contact me is via email within this course. If MyCourses is unavailable, please contact me using your @live.spcollege.edu. You may expect a response from me within 24-48 hours. Please do not send emails from your personal email accounts (Yahoo, Gmail, etc.) as they will be filtered to SPAM.

Course Description:

Prerequisite: Admission to the HSA-BAS or Permission of the Dean. 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 to careers in the health & human services organizations.

Major Learning Outcomes:

1. At the completion of this course the student will be able to discuss theoretical concepts of leadership in health and human services organizations by:

- a. comparing and contrasting definitions of leadership and management
- b. identifying theories of leadership as applied to organizations
- c. comparing and contrasting various theories of leadership
- d. explaining how theory can be applied for effective leadership and management

2. At the completion of this course the student will be able to describe situations and issues in health care and human service environments that challenge leaders by:

- a. identifying key roles of leaders in various health and human service type organizations

- b. identifying current challenges faced by health care and human services organizations
 - c. proposing solutions to current challenges to health care and human service organizations
- 3. At the completion of this course the student will be able to articulate key values critical to leadership effectiveness in health care and human services environments.**
- a. Describing the role that leaders play in the success of organizations
 - b. describing health care or human service visions and values that influence leaders in their respective fields
 - c. analyzing personal leadership traits based on values.
 - d. analyzing leadership skills of contemporary leaders
 - e. explaining the relationship between personality type and leadership style
 - f. Evaluating personal leadership skills
- 4. At the completion of this course the student will be able to demonstrate communication skills of effective leaders, managers and supervisors by:**
- a. identifying styles of communication
 - b. describing the relationship between communication styles and effective leadership
 - c. explaining the importance of strong oral and written communication skills in leadership positions
 - d. describing techniques to improve listening and communication skills
 - e. practicing communication skills in a variety of leadership scenarios
- 5. At the completion of this course the student will be able to demonstrate teamwork skills required of leadership positions by:**
- a. explaining the importance of team/collaborative structures in healthcare and social services environments
 - b. identifying basic collaboration skills for effective leadership of teams
 - c. working collaboratively to resolve challenging issues in current healthcare or human services environments

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 course work is expected to be the student's OWN work. Cheating and plagiarism will not be tolerated. Please remember that plagiarism also includes paraphrasing another's work without proper credit (citations). This includes "cutting and pasting" from Internet sources and the use of photos, figures, tables or clip art not classified as free ware. Please see SPC's Academic Honesty page, to learn more about how to avoid plagiarism: <http://www.spcollege.edu/academichonesty>

Resubmission of Work: Previously submitted course work may not be resubmitted for another class (self-plagiarism). Any plagiarism is reported to the Dean and Associate Provost.

HSA Policy Regarding Quoted Material: Rather than using quoted material, students are expected to paraphrase information in their own words to communicate facts as well as knowledge, thoughts, reactions, and reflections. Students will not receive a grade for quoted and/or cut and pasted material.

HSA Late Policy:

- **Late Assignments** (i.e.: Papers, PowerPoints, Projects, Worksheets, etc.). Assignments submitted within 24 hours of due date - worth 50% of their graded value (grade achieved, minus 50%). No credit is given beyond 24 hours of due date.
- **Late policy for Quizzes and Discussion Forums:** Quizzes may not be made up. Discussion postings may not be made up; posts made after the 11:59 p.m. EST Sunday deadline will not receive credit.
- **Late course work from Module 7 and Module 8 will NOT be accepted.**

Course Grading:

Letter Grade	Points Range
A	229 – 255
B	204 - 228
C	178 – 203
D	153 - 177
F	< 152

Expectations of Professionalism: Our expectations are high to prepare you for working in a leadership role and professional environment. Faculty and students are responsible for maintaining a positive learning environment. Students are expected to conduct themselves in a professional manner at all times.

Student Survey of Instruction (SSI): The survey is administered each semester, and is designed to improve the quality of instruction. All student responses are confidential and anonymous.

Internet Caution: HSA courses require use of the Internet. 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 this or assure privacy.

Learning Resources: Learning Resources are available to all students either in person or online, at no cost. At the HSA Program home campus, the Health Education Center (HEC), students may contact the NIP Center at 727-341-3724. Please provide the name of your instructor, the course and specific assignment instructions. 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 the students' work, but rather, to help improve the students' writing skills and critical thinking abilities. The current learning resource specialists for the HSA program are:

- Suraj Wagh: Wagh.Suraj@spcollege.edu
- Lindsay Curry: Curry.Lindsay@spcollege.edu

Computer Issues: If you experience problems accessing the course or course materials online, posting assignments or any other hardware or software issues, please contact the Technical Support Desk at 727-341-4357 or email onlinehelp@spcollege.edu available daily from 7:00 a.m. to midnight. It is your responsibility to contact your instructor immediately should a problem arise. Computer issues will not extend the due date for course work.

Online Library: To logon to the Online Library through the SPC homepage (<https://go.spcollege.edu/Libraries/>), 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.
- Joshua Brown, brown.josh@spcollege.edu. (727) 341-3657

Accommodations: This course is designed to be accessible and usable by everyone. Be sure to let the instructor know immediately if you encounter a required element or resource in the course that is not accessible to you.

Accessibility Services: St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services 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 notification from this Office. Due to the nature of all health programs, including the Veterinary Technology Program, accommodations requested for labs and/or a clinical will be determined by a committee that includes the HEC Accessibility Coordinator, Academic Chair, Dean, and other professionals deemed appropriate and on a case-by-case bases. These requests must be made prior to the semester starting or the in the first few weeks. Students registered with Accessibility Services are encouraged to contact their instructors 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 Accessibility Services for a confidential discussion at 727-341-3721 (V/TTY) or at

silvers.stefanie@spcollege.edu. Additional information is available at the college-wide Accessibility Services website: <http://www.spcollege.edu/accessibility/>

Please note: Materials provided via MyCourses are copyrighted and for personal and educational use only during the course.

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.

HSA 4184		
Leadership and Management in Health and Human Service Organizations		
Module Topic Open/Close Dates	Discussion Posting Forums (points)	Assignments (points)/Readings
Module 1 Personal Leadership August 14, 2017 – August 20, 2017	Introduction: Leadership Conference (5) Future Role in the Health Care and/or Human Service System (5)	<ol style="list-style-type: none"> 1. Review Syllabus, Snapshot and Course Materials 2. Complete Begin Here Quiz and Use of TurnItIn Quiz 3. See the Assignment page for Lesson, Readings, and/or Videos. 4. Personal Philosophy of Leadership (10) 5. My Learning Plan (10)
Module 2 Leadership Theory, Style and Management August 21, 2017 – August 27, 2017	Myers-Briggs Type Indicator (5) Answering the Difficult Questions (5)	<ol style="list-style-type: none"> 1. See the Assignment page for Lesson, Readings, and/or Videos. 2. Theories in Leadership (20)
Module 3 Ethics, Integrity and Morals August 28, 2017 – September 3, 2017	Ethics (5) Integrity (5)	<ol style="list-style-type: none"> 1. See the Assignment page for Lesson, Readings, and/or Videos. 2. Code of Ethics (20)
Module 4 Communication in Various Forms September 4, 2017 – September 10, 2017	Communicating (5)	<ol style="list-style-type: none"> 1. See the Assignment page for Lesson, Readings, and/or Videos. 2. Barriers to Communication Quiz (5) 3. Professional Resume (20)
Module 5 Challenges and Diversity September 11, 2017 – September 17, 2017	Running from Change (5) Diversity of our World (5)	<ol style="list-style-type: none"> 1. See the Assignment page for Lesson, Readings, and/or Videos. 2. Memo to Employees of an Organization about Change (20)

<p>Module 6</p> <p>Emotional Intelligence and Teamwork</p> <p>September 18, 2017 – September 24, 2017</p>	<p>Emotional Intelligence (5)</p> <p>Team Work (5)</p>	<ol style="list-style-type: none"> 1. See the Assignment page for Lesson, Readings, and/or Videos. 2. Group Project: Presentation of Leadership (40) 3. Peer Review Form (20)
<p>Module 7</p> <p>Servant Leadership</p> <p>September 25, 2017 – October 1, 2017</p> <p>*Check Week 8 Closing Dates – Week 8 is Short *</p>	<p>Day of Service (5)</p>	<ol style="list-style-type: none"> 1. See the Assignment page for Lesson, Readings, and/or Videos. 2. Day of Service (20)
<p>Module 8</p> <p>Making a Change with Leadership</p> <p>September 29, 2017 – October 4, 2017</p> <p>*Short Week – Check Closing Dates*</p>	<p>Change of View (5)</p> <p>Different Path (5)</p>	<ol style="list-style-type: none"> 1. See the Assignment page for Lesson, Readings, and/or Videos. 2. Student Survey of Instruction (SSI)
<p>Total Points 255</p>	<p>Discussion Forum 70</p>	<p>Assignments 180</p> <p>Quiz 5</p>

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Important Course Information:

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- All first original discussion postings are due before 11:59 p.m. Thursday, EST.