Course Title: Health Services Administration Capstone
Course Prefix/Number: HSC 4910
Credit Hours: 4
Instructor: Lara Maisch, MHSA
Email: Maisch.lara@spcollege.edu
Phone: Please email within MyCourses for phone appointment (I do not want to miss you)
Instructor Web Page: http://webapps.spcollege.edu/instructors/id/maisch.lara

Program Administration
Dean, College of Health Sciences: Deanna Stentiford, Ed.S., RDH
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 23, 2019
- Last day to withdraw with a “W”: October 24, 2019

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 Materials (Required for all Students in This Course)

Attendance: Participation/attendance is determined by actively participating in graded discussion forums and completing course assignments each week. Simply logging in does not constitute attendance. Attendance is recorded after Week 1 and Week 2; failure to actively participate and submit graded assignments for Module 1 and/or Module 2 may result in an administrative drop (“W”) for lack of attendance. Attendance is also recorded at the 60% mark (immediately after the last date to withdraw with a “W”); minimal or inconsistent participation and submission of assignments prior to 60% mark of any course may result in an administrative withdrawal (“WF”). Note that self-withdrawal prior to the 60% mark results in a “W”. Students should monitor their grades in the course weekly (please see important course dates above).

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, including the shortened Module 8 time frame.

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 is not sufficient engagement in class discussions and will be graded accordingly. Late work is not accepted in Capstone.

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: HSA-BAS and All Major Coursework Satisfied (HSA-BAS) and at least 6 credit hours from HSA-BAS Subplan Requirements completed. Course Description: This capstone course, taken in the final semester of the program, is designed to provide students an opportunity to apply their knowledge of a chosen professional health care or human services role through work experience with a community mentor. Students in this course will gain practical experience in a professional role in the health or human services fields. Students are responsible for securing a mentor for the capstone course, securing a site on/off campus to complete the experience, and for developing their capstone project proposal in collaboration with the mentor and facilitator.

Major Learning Outcomes:

1. The student will analyze a selected professional role in his/her specific studies discipline by:
   a. identifying and working with a mentor in the selected professional role.
   b. evaluating the policies and procedures relative to the selected health and human studies setting.
   c. describing the position desired and the required academic qualification and work experience.
   d. developing goals, objectives and outcomes to the capstone experience which are approved by faculty, the mentor, and workforce coordinator.

2. The student will evaluate leadership and management skills associated with new role in their specific discipline by:
   a. selecting resources that will enhance and coordinate the practicum experience.
   b. analyzing the leadership and management skills of his/her mentor and how they relate to his/her personal managerial style.
3. The student will demonstrate readiness to enter the advanced health and human studies field by:

a. implementing a working relationship within his/her specific health and human studies position in order to complete the self-directed learning contract.

b. evaluating the impact of completing the St. Petersburg College Bachelor of Applied Science Program in Health Services Administration on current and future professional goals.

c. investigating respective professional organizations with a mission to advance his/her specific health and human studies field.

d. utilizing a professional portfolio and journal documentation to validate the assessment and completion of expected outcomes of this capstone experience.

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 the individual course instructor.

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.spccollege.edu/academichonesty

Resubmission of Work: Previously submitted course work may not be resubmitted for another class (self-plagiarism). Turning in any work that has been previously created and submitted (graded or not) in any course is self-plagiarism which is a violation of the SPC Academic Honesty Policy. All plagiarism is reported to the Associate Provost and may result in academic discipline.

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 course work in Capstone will NOT be accepted.

Course Grading:

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<tr>
<th>Letter Grade</th>
<th>Points Range</th>
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<tbody>
<tr>
<td>A</td>
<td>319 - 354</td>
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<tr>
<td>B</td>
<td>284 - 318</td>
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<tr>
<td>C</td>
<td>248 - 283</td>
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Expectations of Professionalism: In order to prepare you for a leadership role in a professional environment we maintain high expectations on all student work and course interactions. Faculty and students are responsible for maintaining a positive learning environment. Students are expected to conduct themselves in a professional manner at all times. Professional expectations include: following all assignment instructions and writing guidelines, submitting completed assignments in a timely manner, respectful communication with instructor and peers, maintaining Academic Integrity and Honesty, taking responsibility for your learning, and applying instructor feedback.

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. Instructors may refer students to Learning Resources by providing the HEC Library/Writing Help Referral Form to the student. The student will need to bring the assignment, assignment instructions and the Library/Writing Help Referral Form. Once you have received assistance please have the tutor email the instructor. 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.
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:
- As a SPC student, it’s vital that you know Titans Care. You can access resources through SPC’s Student Assistance Program (SAP) (https://mycoursesupport.spcollege.edu/student-assistance-program), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC’s belief that supporting mental wellness is everyone’s charge, and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

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

- For tips on how to be a successful student visit: https://go.spcollege.edu/Addendum/
# HSC 4910
## Health Services Administration Capstone

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<thead>
<tr>
<th>Open/Close Dates</th>
<th>Discussion Posting Forums (points)</th>
<th>Assignments (point)</th>
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| **Week 1**       | Preparation is Key (5)            | 1. Review Syllabus, Snapshot and Course Materials  
| August 19, 2019 – August 25, 2019 |                                    | 2. Due Thursday: Mentor Agreement/ Registration  
|                  |                                    | 3. Begin Here Quiz (10)  
|                  |                                    | 4. Turn It In Quiz (1)  
|                  |                                    | 5. Due Sunday: FERPA Agreement, Capstone Commitment  |
| **Week 2**       | Career Preparation (5)            | 1. See Assignment page for Lesson, Readings, and/or Videos  
| August 26, 2019 – September 1, 2019 |                                    | 2. Plan ahead for Annotated Bibliography (Due Mod 5)  
|                  |                                    | 3. Plan ahead for Midpoint Journal (Due Mod 8)  |
| **Week 3**       | Reflection from the Field (5)     | 1. See Assignment page for Lesson, Readings, and/or Videos  
| September 2, 2019 – September 8, 2019 |                                    | 2. Mentor Interview (10)  |
| **Week 4**       | Reflection on Interview (5)       | 1. See Assignment page for Lesson, Readings, and/or Videos  
| September 9, 2019 – September 15, 2019 |                                    | 2. Annotated Bibliography (30)  |
| **Week 5**       | Reflection on Research (5)        | 1. See Assignment page for Lesson, Readings, and/or Videos  
| September 16, 2019 – September 22, 2019 |                                    | 2. Annotated Bibliography (30)  |
| **Week 6**       | Problems and Solutions (10)       | 1. See Assignment page for Lesson, Readings, and/or Videos  
| September 23, 2019 – September 29, 2019 |                                    | 2. Conference Proposal (20)  |
| **Week 7**       | Professional Development (5)      | 1. See Assignment page for Lesson, Readings, and/or Videos  
| September 30, 2019 – October 6, 2019 |                                    | 2. Conference Proposal (20)  |
| **Week 8**       | Midpoint Reflection (5)           | 1. See Assignment page for Lesson, Readings, and/or Videos  
| October 7, 2019 – October 13, 2019 |                                    | 2. First Journal and Midpoint Evaluation (10)  |
| **Week 9**       | Employee Evaluation (5)           | 1. See Assignment page for Lesson, Readings, and/or Videos  
<p>| October 14, 2019 – |                                    | 2. Conference Proposal (20)  |</p>
<table>
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<tr>
<th>October 20, 2019</th>
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<tr>
<td><strong>Week 10</strong></td>
<td>Career Ready (5)</td>
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| October 21, 2019 – October 27, 2019 | 1. Measure Expectations Quiz (5)  
2. Wrapping Up Loose Ends (4) |
| **Week 11**     | Self-Reflection (5) |
| October 28, 2109 – November 3, 2019 | 1. See Assignment page for Lesson, Readings, and/or Videos  
2. Complete Focus 2 Career Assessment and DISC Assessment |
| **Week 12**     | Experience Reflection (5) |
| November 4, 2019 – November 10, 2019 |  |
| **Week 13**     | Big Picture (5) |
| November 11, 2019 – November 17, 2019 | 1. Measures (100 pts.)  
2. Final Journal (10 pts.)  
**No Further Capstone Hours Can be Logged** |
| **Week 14**     | If I Were the Mentor (5) |
| November 18, 2019 – November 24, 2019 | 1. Mentor Evaluation (25 pts.)  
2. Summative Evaluation (25 pts.) |
| **Week 15**     | Thinking Back (5) |
| November 25, 2019 – December 1, 2019 | 1. Instructor Evaluation (24)  
2. End of Program Survey – Must Email Facilitator |
| **Total Points:** 354 | **Discussions:** 80 |
| **Assignments:** 254 Quizzes:** 20 |

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**Important Course Information:**
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