Course Title: Health & Human Services Administration Pre-Capstone
Course Prefix/Number: HSC 4931
Credit Hours: 3
Instructor: Lara Maisch, MHSA
Email: Maisch.Lara@spcollege.edu
Phone: Please email within MyCourses for phone appointment (I do not want to miss you)
Office Location: HEC 205E
Office/Virtual Hours: Tuesday/Wednesday/Thursday 8:30 a.m. - 4:30 p.m. (Please call for an 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: 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: October 13, 2017
- Last day to withdraw with a “W”: November 10, 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 Materials (Required for all Students in This Course)

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.

July 19, 2017
**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:**
This course focuses on preparation for the Health Services Administration Capstone course (HSC 4910) and immediately precedes enrollment in the capstone course. Students will identify a personal career pathway, demonstrate employment preparedness, and explain the role of professional development. Emphasis will be on securing a capstone mentor and developing the capstone learning contract. An affiliation agreement for the capstone project will also be executed, if required. This course explores the transition from student to employee.

**Major Learning Outcomes:**
1. **At the completion of this course the student will be able to evaluate potential career opportunities for future employment by:**
   a. explaining employment expectations for applicants with his/her level of expertise and experience.
   b. assessing the job outlook forecast and salary range for potential positions in his/her area of interest.
   c. creating a list of desirable skills and behaviors applicable to positions of interest.

2. **At the completion of this course the student will be able to identify a mentor who will guide the Pre-capstone and Capstone experience by:**
   a. listing the qualities required of a suitable mentor.
   b. organizing a roster of potential candidates for the role of mentor.
   c. evaluating the roster to identify the best-qualified candidate for mentor through interactions with the candidates and course facilitator.
   d. selecting the mentor and presenting his/her qualifications for instructor approval.

3. **At the completion of this course the student will be able to develop the goals, objectives and outcomes to be completed during the Capstone by:**
   a. developing a working relationship with the selected mentor and course facilitator in completing the self-directed learning contract.
b. assessing previous Capstone Experience Projects to select examples appropriate structure.

c. formulating the objectives, goals and outcomes specific to the selected project.

d. planning the process for fulfilling the capstone objectives.

e. verifying the affiliation acceptance of the capstone project, and request an affiliation agreement through the course instructor, if one is needed.

4. At the completion of this course the student will be able to integrate professional development, a career pathway, and employment preparedness into the project proposal by:

   a. developing a Learning Contract that reflects personal career interests or pathways.

   b. mapping a potential career pathway way with experience and education or training markers related to the capstone

Criteria Performance Standard:
Upon successful completion of this course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the 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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points Range</th>
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<tbody>
<tr>
<td>A</td>
<td>198 - 220</td>
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<tr>
<td>B</td>
<td>176 - 197</td>
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<tr>
<td>C</td>
<td>154 - 175</td>
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<tr>
<td>D</td>
<td>132 - 153</td>
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<tr>
<td>F</td>
<td>&lt; 131</td>
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**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 4931
Health & Human Services Administration Pre-Capstone

<table>
<thead>
<tr>
<th>Module Topic</th>
<th>Open/Close Dates</th>
<th>Discussion Posting Forums (points)</th>
<th>Assignments (points)/Readings</th>
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</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>Writing Goals and Objectives</td>
<td>Introduction Discussion (5)</td>
<td>1. Review Syllabus, Snapshot, and Course Materials&lt;br&gt;2. See Assignment Readings in MyCourses (Course Content Link).&lt;br&gt;3. Take Begin Here Quiz&lt;br&gt;4. Identifying Objectives and Goals Activity&lt;br&gt;5. 1st Draft LC Assignment (20)</td>
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<td>October 9, 2017 – October 15, 2017</td>
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<td>Module 2</td>
<td>Measures and Learning Contract Development</td>
<td>None</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).&lt;br&gt;2. Researching Mentor’s Organization Assignment (20)&lt;br&gt;3. 2nd Draft LC Assignment (20)</td>
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<td>October 16, 2017 – October 22, 2017</td>
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<tr>
<td>Module 3</td>
<td>Before Work Begins</td>
<td>HIPAA, Privacy and Confidentiality (5)</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).&lt;br&gt;2. Knowledge Quiz (15)&lt;br&gt;3. 3rd Draft LC Assignment (20)</td>
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<td>October 23, 2017 – October 29, 2017</td>
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<td>Module 4</td>
<td>Professionalism and What it Means</td>
<td>Values Statement Discussion (5)</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).&lt;br&gt;2. Professional Behavior and Career Goals Assignment (20)&lt;br&gt;3. Final LC (20)</td>
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<td>October 30, 2017 – November 5, 2017</td>
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<td>Module 5</td>
<td>Job Search</td>
<td>Mock Job Search Discussion (5)</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).&lt;br&gt;2. Comparing and Contrasting Skills Assignment (20)</td>
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<td>November 6, 2017 – November 12, 2017</td>
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<td>Module 6</td>
<td>Job Search, Application, Interview</td>
<td>Do and Do Nots in Interviews Discussion (5)</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).&lt;br&gt;2. Mock Interview Assignment (20)</td>
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<td>November 13, 2017 – November 19, 2017</td>
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<td>Module 7</td>
<td>Planning for Capstone Discussion (5)</td>
<td>1. See Assignment Readings in MyCourses (Course Content Link).</td>
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<tr>
<td>Delicate and Difficult Situations</td>
<td>Problem Solving Skill and Conflict Resolution Discussion (5)</td>
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<tr>
<td>November 20, 2017 – November 26, 2017</td>
<td><em>Check Week 8 Closing Dates – Week 8 is Short</em></td>
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<tr>
<th>Module 8</th>
<th>Preparation is Key Discussion (5)</th>
<th>Who &amp; Why Discussion (5)</th>
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<tbody>
<tr>
<td>The End is Only the Beginning</td>
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<tr>
<td>November 24, 2017 – November 29, 2017</td>
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<tr>
<td><em>Short Week – Check Closing Dates</em></td>
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<tr>
<td>Total Points: 220</td>
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### Important Course Information:
- Assignments and discussion replies are due before 11:59 p.m. Sunday, EST (or as stated on Snapshot).
- All first original discussion postings are due before 11:59 p.m. Thursday, EST.