

University of Florida
College of Public Health & Health Professions Syllabus
HSC4184: Healthcare Leadership: Skills and Styles
Semester: Fall 2015
On-Campus

Instructor Name: Jon Mills, MBA

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Office Hours: Building RM 3118 - Tuesdays, 1pm-2pm

Teaching Assistants:

Cristina Popescu (cristina.popescu@ufl.edu)

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Office Hours: Monday, 7th Period (1:55pm – 2:45pm) and by appointment

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Office Hours: Monday, 4th Period (10:40am – 11:30am) and by appointment

Adrian Chambers (adrianmchambers@php.ufl.edu)

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Office Hours: Friday, 6th Period (12:50pm – 1:40pm) and by appointment

Preferred Course Communications: email

Prerequisites: HSA 3111, HSC 3502, HSC 4558 and health science majors only

PURPOSE AND OUTCOME

Course Overview: This course is designed to provide students with knowledge and an understanding of the importance of leadership in the healthcare industry.

Relation to Program Outcomes: Prepares future healthcare professionals to become effective leaders in an industry that has a growing need for leadership.

Course Objectives and/or Goals: Upon successful completion of this course, students will be able to outline the importance of leadership skills in health professions, assess the relevance of leadership skills to their future professional role in the healthcare industry, and successfully utilize leadership skills in varied scenarios related to healthcare environments.

After successfully completing HSC 4184, students will be able to:

1. Outline the importance of leadership skills in health professions so that the advantages of quality leadership are associated with desired health outcomes and healthcare performance.
 - 1.1. Predict how successful leadership will positively affect health outcomes and healthcare performance in various scenarios.
 - 1.2. Illustrate the impact that quality leadership has upon health outcomes and healthcare performance.
 - 1.3. Describe the attributes of successful healthcare performance.
 - 1.4. Discuss how positive health outcomes are determined.
2. Assess the relevance of leadership skills to future professional roles in the healthcare industry so that future job performance is correlated to the quality of leadership displayed.

- 2.1. Relate various professional roles in the healthcare industry with core leadership skills so that the functions of the role align with leadership skill priority.
- 2.2. Describe various professional roles in the healthcare industry so that their primary functions are addressed.
- 2.3. Associate successful leadership with factors that contribute to successful job performance.
3. Utilize leadership skills in varied scenarios related to healthcare environments so that desired outcomes are realized.
 - 3.1. Differentiate between the major leadership styles so that their characteristics can be aligned with varied scenarios.
 - 3.2. Describe the major leadership styles so that their key characteristics are addressed.
 - 3.3. Describe the core leadership skills such as effective communication, team management, problem solving, decision making, time management, project management, vision casting, motivating others, integrity, developing others, etc.
 - 3.4. Associate leadership needs with unique scenarios related to healthcare environments.

Instructional Methods: Lectures, guest speakers, small group discussions and in-class activities will be used to accomplish the course's objectives.

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Week	Date(s)	Topic(s)	Readings
1	Wk 8/24	Course Overview and Class Admin/House Cleaning	To be assigned
2	Wk 8/31	Introduction to Leadership	To be assigned
3	Wk 9/7	Leadership Styles, Theories and Models	To be assigned
4	Wk 9/14	Effective Leadership	To be assigned
5	Wk 9/21	Servant and Situational Leadership	To be assigned
6	Wk 9/27	Overcoming Challenges in Leadership	To be assigned
7	Wk 10/5	Leadership in Healthcare	To be assigned
8	Wk 10/12	Academic/Research Leader (Guest Speaker)	To be assigned
9	Wk 10/19	Clinician Leader (Guest Speaker)	To be assigned
10	Wk 10/26	Public Health/Public Policy Leader (Guest Speaker)	To be assigned
11	Wk 11/2	No Lecture – Make up lab required	To be assigned
12	Wk 11/9	Healthcare Administration Leader (Guest Speaker)	To be assigned
13	Wk 11/16	Collaboration and Cooperation of Leaders across Healthcare Disciplines	To be assigned
14	Wk 11/23	No Classes – Thanksgiving	To be assigned
15	Wk 11/30	Additional Topics	To be assigned

Course Materials and Technology: There is no required textbook for this course. However, reading materials will be assigned and made available on Canvas.

For technical support for this class, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

ACADEMIC REQUIREMENTS AND GRADING

Assignments

- Lab/Discussion Participation - 10 points for each lab (Total 130 points for 13 labs over semester)
Each week, students will receive a lab/discussion participation grade. To receive full credit for this participation component, students will be expected to come to lab prepared, and to complete any laboratory assignments. Students will also be expected to actively and respectfully participate in lab activities/discussions.
- Individual Professional Leadership Vision Statement – 5 points each (Total 10 points)
Students will create a personal leadership vision statement over the course of the semester. The essential components will be presented in lecture on August 28th. Examples of quality vision statements will be provided at that time as well. Students are required to submit two drafts of the vision statement. The first draft will be due on Sunday Sept 6th by 11:59pm and submitted through Canvas. Students will then revise their vision statement over the course of the semester. The second draft will be due on Sunday November 29th by 11:59pm and submitted through Canvas.
- Guest Speaker Leadership Reports – 10 points each (Total 40 points)
For Module 2, Friday Lectures will include a guest lecturer series. There will be 5 guest lecturers who are professionals from the healthcare industry who have or are currently serving in leadership roles that are covered in Module 2 (e.g. clinician leaders). Students will complete a brief 2-page double-spaced report that answers questions (provided by the course Instructor or TAs) pertaining to the speaker's presentation. Questions will assess the student's ability to analyze the speaker's leadership qualities by applying the topics covered in Module 1. Reports will be due (submitted via Canvas) by 11:59pm on the Thursday following Friday Lecture in which the guest speaker made their presentation. You may drop one report at the end of the semester therefore only 4 reports will count towards your grade.
- Healthcare Leadership Interview Paper - 120 points
Each student will be expected to identify someone who is in a healthcare leadership position, gain an appointment with that person, interview the individual, and submit a written report. Students are required to submit the name, professional position, justification for your chosen interviewee and proof of contact to your TA via Canvas for approval by September 11th at 11:59pm (20 points). Further detailed guidelines regarding preparation and the process of conducting the interview will be provided to students at a later date. Further details regarding the structure, format and required content of the report will be provided to students at a later date. The final paper must be submitted via Canvas by Monday December 7th by 11:59pm (100 points). Late papers will not be accepted for any reason.

Grading

Requirement	Due date	Points or % of final grade (% must sum to 100%)
Lab/Discussion Participation	Ongoing	10 points for each lab (Total 130 points for 13 labs over semester)
4 Guest Speaker Leadership	Ongoing	10 points each (Total 40 points)
Individual Professional Leadership Vision Statement – First Draft	Sunday Sept 6th by 11:59pm	5 points
Individual Professional Leadership Vision Statement – Final Draft	Sunday November 29th by 11:59pm	5 points
Healthcare Leadership Interview Paper – Appointment confirmation	Wednesday September 16 th By 11:59pm	20 points

Healthcare Leadership Interview Paper – Final report	Monday December 7th by 11:59pm	100 points
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Point system used (i.e., how do course points translate into letter grades).

% of 300 Points earned	93%-100%	90%-92%	87%-89%	83%-86%	80%-82%	77%-79%	73%-76%	70%-72%	67%-69%	63%-66%	60%-62%	Below 60%
Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E

Please be aware that a C- is not an acceptable grade for graduate students. In addition, a grade of C counts toward a graduate degree only if an equal number of credits in courses numbered 5000 or higher have been earned with an A.

You must include the letter grade to grade point conversion table below. Letter grade to grade point conversions are fixed by UF and cannot be changed.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

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>

Exam Policy: There will be no exams for this course.

Policy Related to Make up Exams or Other Work: Students are allowed to make up work ONLY as the result of illness or other unanticipated circumstances warranting a medical excuse and resulting in the student missing a project deadline, consistent with College policy. Late assignments not resulting from one of these circumstances and not pre-arranged and approved by the student's TA or Course Instructor will not be accepted and will not receive credit for the assignment.

Please note: Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Policy Related to Required Class Attendance: Students are expected to attend all Lectures and assigned Lab/Discussion sessions.

While attendance will not be taken in Lecture, your performance in Lab/Discussions will be highly dependent on your presence in Lectures. Attendance at lab/discussions will be assessed through the student's participation grade. Students will be allowed 1 (one) unexcused absence from lab/discussion without affecting their participation grade. See COURSE ASSIGNMENTS AND GRADING below for a description of how participation will be assessed. Students who do not attend lab/discussion sections without an approved excused absence will not receive any credit for that day. Two late arrivals to lab will be considered the equivalent of one lab absence.

Excused absences from labs/discussions will include illness, family medical illness or emergency, academic or professional opportunities assessed on a per case basis (e.g. conferences) as well as reasons given by UF Attendance Policy. Other reasons may be approved at the discretion of the TA and/or Course Instructor. For

an absence to be considered excused based on the reasons criteria described above, the TA or Course Instructor must be given notification prior to the start time of class via email. The time stamp of the email will be used to determine if notification was prior to the start of the student's assigned lab.

All faculty 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/ugrad/current/regulations/info/attendance.aspx>

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior

Laptops: Laptops may be used in class only for taking notes, viewing slides, or accessing websites that are associated with ongoing class activities. Students are not allowed to use laptops in class for any other reason. Students violating this policy will receive one warning; a second offense will result in a 5% deduction at the end of the semester from the total points earned by the student for the course grade.

Cell phones: Cell phones are not allowed to be out during class time unless requested by the instructor. Students violating this policy will receive one warning; a second offense will result in a 5% deduction at the end of the semester from the total points earned by the student for the course grade.

Communication Guidelines: The preferred method of contact is through email. Please contact your TA first. If further assistance is needed, contact the Course Instructor.

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://gradschool.ufl.edu/students/introduction.html>

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 feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

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 of accommodations to you, which you then give to me as the instructor of the course to receive accommodations. Please make sure you provide this letter to me by the end of the second week of the course. 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>

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.
