

University of Florida
 Department of Health Services Research, Management and Policy
HSA 6105: Professional Skills Seminar
 Fall 2013
 Fridays 1-3 pm, Room G-316
 WebCT: <http://lss.at.ufl.edu>

Instructor

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Course Overview

The Professional Skills Seminar is designed to serve as a bridge between MHA graduate coursework and the world of practice, with a focus on developing career planning and professional skills.

The Professional Skills seminar is scheduled for every Friday. In special cases, the seminar may be held on another day of the week or at a different time; if so, you will receive notice well in advance. Students are expected to wear professional attire at all course meetings, unless otherwise noted.

Course Objectives	Target Competencies
Engage in appropriate career development activities.	Accurately access individual strengths and weaknesses and engage in continual professional development, including reflection and self-directed learning.
Identify various career opportunities within the healthcare industry.	Continually scan and interpret key trends and activities in the healthcare environment.
Cultivate professional relationships with guest speakers and alumni for mutual support and career development.	Establish, build, and sustain a network of professional relationships.
Conduct oneself in a manner that cultivates confidence and trust.	Articulate, model, and promote professional values and ethics.
Demonstrate critical thinking and comprehension by articulating relevant, exploratory questions of speakers.	Continually scan and interpret key trends and activities in the healthcare environment.
Compare and contrast management and leadership styles of industry executives from a variety of settings.	Understand how leaders energize stakeholders with a compelling vision that fosters and sustains their shared commitment to organizational goals.
Identify underlying issues of professional conduct and ethical dilemmas in presentations by guest speakers and panelists.	Articulate, model, and promote professional values and ethics.
Evaluate constructive feedback and counsel shared among peers, mentors, faculty, and guest speakers.	Accurately access individual strengths and weaknesses and engage in continual professional development, including reflection and self-directed learning.
Interpret in-class exercises and discussions to identify individual goals for personal and professional development.	Accurately access individual strengths and weaknesses and engage in continual professional development, including reflection and self-directed learning.
Explain how senior executive guest speakers interact with the governing boards of their respective organizations.	Understand the roles and responsibilities of the governing board and identify effective techniques for establishing sound relationships between senior leaders and the Board.
Generate, organize and deliver presentations, such as introductions, vignettes, programs and activities that contribute to the course objectives above.	Identify and effectively use appropriate communication vehicles based on audience characteristics and communication goals.

Course Requirements & Grading:

The course grade is **Satisfactory/Unsatisfactory**.

Successful completion of the course requires:

1. **Attendance at all scheduled seminars.** It is the student's responsibility to sign the attendance sheet at each class session.
2. **Completing all required activities on time.** Complete your assessment of each day's presentation & discussion and submit as instructed. This applies to some, not all, seminar sessions.

Personal issues with respect to class attendance or fulfillment of course requirements will be handled on an individual basis.

Behavior Expectations/Professionalism

As you are all preparing to become managers and eventually executives, professional behavior should already be your modus operandi. Students are expected to arrive for class on time, dressed as stated for that date on the seminar schedule. Turn off all cell phones and electronic devices prior to class, close all laptop computers during class unless requested otherwise. Above all, be respectful of your peers and the guests. If behavior becomes an issue, you will be counseled individually.

Every encounter with a guest, as well as your peer students, is an opportunity to leave a career-lasting impression!

University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>. Cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior. *We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office <http://www.dso.ufl.edu/drc>. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

Getting Help:

For issues with technical difficulties for E-learning in Sakai, please contact the UF Help Desk at:

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

**Graduate Program in Health Administration
Professional Skills Seminar
Fall 2013
HPNP G-312, 1:00-3:00 pm**

Date	Topic	Dress Code
August 23	Course Introduction; Welcome Words of Wisdom, Class of 2014 Introductory Presentations, Class of 2014	Business Casual
September 6 Special Sessions	9:30 HPNP 4142 E&Y Skype Orientation to Health Care Practice with Sean Lueck, Sr. Manager, MHA '98 11:00am HPNP 1-101 Shands Fellowship Briefing Mary Kate Flynn , MHA '11, MBA '12 and Robert Carroll , Fellows	Business Professional
September 6	Introduction of Dr. McCawley and Writing Exercise ; MHA Program Philosophy; Professionalism and Confidentiality; Susan Blair , UF Chief Privacy Officer , guest speaker	Business Professional
September 13 Special Session	Mayo Fellowship Briefing Britney Williams , Fellow and AJ Dunn , PT, MHA '06 11:00am HPNP 1-101	Business Professional
September 13	"Cover Letters and Personal Statements" in-Class Exercise with Dr. McCawley Resume Critique Exercise	Business Casual
September 20	Interview Readiness Workshop: Strategies for Difficult Questions, Using Interview Feedback Tool for targeted preparation. Austin Dekle and Zach Anthony "Elevator Speech" In-Class Exercise with Nick Serluco . Phone Interview tips.	Business Casual
September 27	Nancy Shafer , Introducing Library Resources Work Shop Allyson Hall, Ph.D MHA Program Director "MHA Program Aims: Higher Order Learning, Competencies, CAHME"	Business Casual
October 4 Special Session	David Hammer , MBA, MHS "Health Care Consulting Career Track" 10:30am-Noon G-312	Business Professional
October 4	Mock Interview Event John Whiteside and Albert Turull , Co-chairs Onsite or Phone scheduled by students—No class	Business Professional
October 11	Internship Presentations (4) Submit mock interview feedback forms. Mock Interview Debriefing & Small Group Exercises; Gayla Beach , Director of Employment & Recruitment, Shands	Business Casual
October 18	FHA (Orlando) & NAHSE (Miami) Annual Meetings. No Class	Business Professional
October 21 Special Session	1:00pm Required Internship Briefing for Class of 2015 Room # 301A	Casual
October 25	HASA Road Trip "The Annual C-Suite Tour" No Class	Business Professional
November 1 Special Session	Shands Hospital: Overview of Operations & Systems in the Academic Medical Center 9am-11:30am Shands H-108	Business Professional
November 1	Internship Presentations In-Class Exercise Library Resources with Nancy Schafer; Submit Bibliography	Business Casual
November 8	UF Homecoming No Class	
November 15 Special Session	North Florida Regional Medical Center Tour "C-Suite" 9:00am (RSVP to Erica Tanner)	Business Professional
November 15	Internship Presentations	Business Casual
November 22	Joseph Spiak , CHC, President AMS Healthcare Mortgage "Hospital Capital Financing: Assessing Not-for-Profit Credit Worthiness"	Business Professional

