

**University of Florida**  
**College of Public Health & Health Professions**  
Syllabus HSA 6105: Professional Skills Seminar  
Semester: Spring 2024  
Delivery Format: HPNP G101, Friday 11:45 am - 1:15 pm

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Preferred Course  
Communications: Email or Canvas Message

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## **PURPOSE AND OUTCOME**

### **Course Overview**

The Professional Skills Seminar is a one-credit S/U course designed to bridge MHA graduate coursework and the world of healthcare management on developing career planning and professional skills. Some time is devoted to interpreting CAHME criteria, MHA program goals, and underpinnings of the curriculum. The value of this course is gained by being fully present in class, engaged, participatory, and curious. In addition to in-class lectures, panel discussions, and participation, there are several other outside seminars, professional meetings, and opportunities to broaden students' exposure to healthcare administration.

### **Relation to Program Outcomes**

This is the only class in the curriculum that combines first and second-year students to interact with industry experts, practitioners, and alums in informal non-academic discussions. Speakers provide diverse career previews and strategies for professional networking and personal presentations directed to the early career MHA student. Assessment tools include attendance, active participation, and the discussion of various reading assignments. Questions of speakers and direct engagement are encouraged. Students are challenged to examine learning activities for relevant competency development.

### **Course Objectives and Goals**

The course objectives are designed to contribute towards mastery of critical competencies for the MHA program. Course assignments, activities, and assessments are linked to the learning objectives and competencies. The table on the following pages shows what the Professional seminar covers over the four semesters.

<b>Course Objective</b>	<b>MHA Competency</b>	<b>Activities</b>	<b>Assessment</b>
Demonstrate critical thinking and comprehension of industry sectors, trends & issues.	HEC-1 Perform needs assessments and environmental analyses in support of the program and organizational development	Large Group Discussion Q & A  Expert Panels	Journal/Reflective Writing
Examine the complexity of cultural competency and how you might relate to others different from you.	HOP-2 – Understand diversity, equity, and inclusion and the cultural, ethnic, and social characteristics that can affect the design and delivery of programs and services	Expert Panels & Discussion	Cultural Competency Continuum  LinkedIn Learning
Cultivate professional relationships with guest speakers and alumni for mutual support and career development.	LP-4 – Model professional behavior, values, and ethics	Expert Panels & Discussion  Association Events  Internship, Job & Fellowship Interviews	Pre/Post Skills Testing  Journal/Reflective Writing
Critique the composition and achievements of senior leadership.	HOP-1 Propose, develop, and defend strategic approaches to operational effectiveness based on quantitative and qualitative evaluations	Expert Panel & Discussion  Discussions Q &A	Pre/Post Skills Testing  Journal/Reflective Writing
Generate, organize, and compose written critiques of learning activities regarding the MHA competencies.	LP-2 – Apply effective and appropriate oral and written communication skills	Discussion Posts  Reflection Papers	Journal/Reflective Writing
Evaluate constructive feedback and counsel shared among peers, mentors, faculty, and guest speakers.  Engage in appropriate career development activities.	LP-3 – Assess individual strengths and weaknesses and engage in continual professional development	Readings	Pre/Post Skills Testing

## DESCRIPTION OF COURSE CONTENT

### Topical Outline/Course Schedule

The topics of each seminar are listed below. Information about guest speakers and specific topics covered in class will be distributed throughout the semester and posted to Canvas throughout the semester. The course schedule is subject to revision.

#### HSA6105 Fall 24

Session	Topics	Dress Code
8/23	Young Alumni Panel & Gator Pinning Ceremony	Business Formal
8/30	Brian Tisher, MBA, MHS UF MHA EIR– Professional Development/LinkedIn & Andrew Allen - HCA	Business Formal
9/6	SCA Health - Emma Louise Datta, MHA Lunch provided by SCA Health	Business Formal
9/13	Mock Interviews and Resume Development Interviewers are UF MHA Program Alumni	Business Formal
9/20	AJ Yarborough, MBA, Vice Chair of Finance and Administration – Revenue Cycle Management	Business Casual
9/27	UF Health Internship Fair	Business Formal
10/4	NF ACHE and UF MHA Early Careerist Symposium	Business Formal
10/11	Laura Gruber, MBA, MHS and Lonn McDowell, DHAc, MHA – Understanding Administrative Harm	Business Casual
10/18	No Class - Homecoming	
10/25	Dr. Stephen Motew, MD, MHA President and CEO of the UF Health	Business Formal
11/1	UF MHA Open House	Business Formal
11/8	Josh Geiger – Increasing Employee Engagement	Business Casual
11/15	Site Visit - UF Orthopaedics and Sports Medicine Institute (OSMI)	Business Formal
11/22	Book Video and Reflection Paper – Virtual Class	Business Casual

Highlight = program alum

### Course Materials and Technology

#### Materials

Textbook: None required

#### Technology

Course materials are housed and available on CANVAS e-learning

For technical support for this class, please get in touch with the UF Help Desk. At:

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

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## ACADEMIC REQUIREMENTS AND GRADING

### Assignments

Requirement	Due date	Points or % of final grade (% must sum to 100%)
Attendance	Throughout semester	60%
Homework	Throughout semester	40%

More details on individual homework assignments will be forthcoming on Canvas.

Successfully completing the course depends on the following:

1. Attendance at all scheduled seminars. I will take roll each class.
2. Completing all required activities on time. Complete your assessment of each day's presentation, discussion, or development exercises and submit it as instructed. This applies to some, but not all, seminar sessions.

The course grade is Satisfactory/Unsatisfactory. Students must achieve a cumulative 80% or greater in total graded items and have **two or fewer** unexcused absences from class to earn a satisfactory grade for HSA 6105.

Two or fewer unexcused seminar class absences and an 80% or higher successful completion of course activities = **Satisfactory**

Having three or more unexcused seminar class absences **or** less than an 80% successful completion of course activities = **Unsatisfactory**

You must email the course instruction before class if you will be absent. Absences count from the first class meeting. Acceptable reasons for absences from the class include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays, and participation in official University activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused.

<http://www.graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>

For an absence to not be counted as unexcused, a student may be required to provide documentation.

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>.

### Policy Related to Required Class Attendance

Please note the UF policy for excused absences binds all faculties. For information regarding the UF Attendance Policy, see the Registrar's website for additional details:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Students are expected to attend class and participate in discussions and in-class learning activities. Personal issues concerning class attendance or fulfillment of course requirements will be handled individually.

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## STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

### Expectations Regarding Course Behavior

It is essential to attend all classes, take detailed notes, and actively participate in class and group discussions to succeed. Finally, students are expected to be engaged and respectful of the instructor and guest speakers.

### Communication Guidelines

For questions regarding course logistics, assignments, or Canvas or Zoom issues, please contact your classmates to see if your team can help resolve the issue. If your team cannot resolve the issue, please get in touch with the instructor during office hours or class. If that is impossible or the concern is urgent, please email the instructor and allow a two-business-day response.

### 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. 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.”**

Your individual responsibility is 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 further details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

<http://www.graduateschool.ufl.edu/>

Please remember cheating, lying, misrepresentation, or plagiarism are unacceptable and inexcusable behaviors.

### Online Faculty Course Evaluation Process

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback professionally and respectfully is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>.

Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

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## 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, which you then give to the instructor when requesting accommodation. 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 personal and interpersonal issues that may interfere with their academic performance. Suppose you face problems that have the potential to or are already negatively affecting your coursework. In that case, you are encouraged to talk with an instructor and seek help through the University resources available.

- The Counseling and Wellness Center 352-392-1575 offers various support services such as psychological assessment, intervention, and math and test anxiety assistance. Visit their website for more information: <http://www.counseling.ufl.edu>. Online and in-person help is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you feel 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 Student Health Care Center located on Stadium Drive. Student Health at Shands offers a variety of clinical services. The clinic is on the Dental Tower's second floor in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the website 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>

BUT – 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 hesitate to ask for assistance.

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### Inclusive Learning Environment

Public health and health professions are based on the belief in human dignity and respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for an inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: [www.multicultural.ufl.edu](http://www.multicultural.ufl.edu)

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### **Recording Class Lectures**

“Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation and delivered by any instructor hired or appointed by the University or by a guest instructor as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.”

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