

University of Florida
College of Public Health & Health Professions Syllabus

HSA 6105: Professional Skills Seminar

Semester: Spring 2021

Delivery Format: Hy-Flex

Friday 1:00-3:00pm

Instructor Name: Keith J. Benson, PhD, MHA, MBA
Room Number: HPNP 3106
Phone Number: 352-273-6069
Email Address: keithbenson@php.ufl.edu
Office Hours: Tuesday 10:30-11:30am zoom/in-person or by appointment
Preferred Course Communications: Email

PURPOSE AND OUTCOME

Course Overview

The Professional Skills Seminar is one-credit S/U course that serves as a bridge between MHA graduate coursework and the world of health care management, with a focus on developing career planning and professional skills.

The value in this course is gained by being fully present in class, engaged, participatory and inquisitive. In addition to in-class lectures, panel discussions, and participation, there are a number of other outside seminars, professional meetings and other opportunities to broaden students' exposure to the field of healthcare administration.

Relation to Program Outcomes

This is the one class in the curriculum that allows first and second-year students to interact together with industry experts, practitioners, and alumni in informal non-academic discussion and small group exercises. Speakers provide diverse career previews and strategies for professional networking and personal presentation, 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 is encouraged. Students are challenged to examine learning activities for relevant competency development.

Course Objectives and Goals

The objectives of the course are designed to contribute towards mastery of key 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 is covered in the Professional seminar over the four semesters.

Course Objective	MHA Competency	Activities	Assessment
Identify various career opportunities within the healthcare industry. Demonstrate critical thinking and comprehension of industry sectors, trends & issues.	Analyze, synthesize, and act on key trends and activities, and government policies in the healthcare environment. (HEC-0)	Guest Speakers & Course Textbook	Textbook Presentations Reflective Writing
Examine the complexity of cultural competency and how you might relate to others different from you.	Demonstrate sensitivity to cultural, ethnic, and social characteristics in the design and delivery of healthcare programs and services. (HOP-2)	LinkedIn Learning & Guest Speakers	Cultural Competency Continuum
Cultivate professional relationships with guest speakers and alumni for mutual support and career development.	Establish and engage a network of professional and community relationships. (LP-1)	Guest Speakers Alumni Internship, Job & Fellowship Interviews	Pre/Post Skills Testing Reflective Writing
Critique the composition and achievements of senior leadership	Articulate the criteria to assemble a team with balanced capabilities and utilization of effective group processes to hold team members accountable individually and collectively for results (LP-2).	C-Suite Level Speakers Expert Panel & Discussion Discussions Q &A	Pre/Post Skills Testing Journal/Reflective Writing
Generate, organize and compose written critique of learning activities in terms of the MHA competencies	Apply effective and appropriate oral and written communication vehicles (LP-3).	Discussion Posts Essay Questions	Journal/Reflective Writing

Course Objective	MHA Competency	Activities	Assessment
<p>Interpret in-class exercises and discussions to identify individual goals for personal and professional development.</p> <p>Evaluate constructive feedback and counsel shared among peers, mentors, faculty, and guest speakers.</p> <p>Engage in appropriate career development activities.</p>	<p>Assess individual strengths and weaknesses (including the impact that you have on others) and engage in continual professional development including reflection and self-directed learning (LP-4).</p>	<p>Readings</p>	<p>Pre/Post Skills Testing</p>
<p>Compare and contrast management and leadership styles of industry executives from a variety of settings</p>	<p>Articulate how leaders energize stakeholders with a compelling vision that fosters and sustains shared commitment to organizational goals (LP-5)</p>	<p>C-Suite Guest Speakers</p>	<p>Reflective Writing</p>
<p>Conduct oneself in a manner that cultivates confidence and trust.</p>	<p>Model professional values and ethics (LP-6)</p>	<p>Guest Speakers & Readings</p> <p>Internship, Job & Fellowship Interviews</p>	<p>Reflective Writing</p>

Instructional Methods

UF HyFlex

The HyFlex learning experience may be different from what you have experienced before.

Please be patient: All of us (and particularly I) will have our (my) attention split between the virtual and physical learning environments, the learning experience will be different and potentially sometimes frustrating for all of us. It will be important for all of us to manage our expectations within this hybrid learning environment of virtual and physical spaces and provide caring and compassion for ourselves and our peers. Technical issues and delays in real-time response should be expected and treated with extra reserves of patience.

Bring your own device: Whether in-person or online / remote, have your device and a headset with microphone, so that you can log into the Zoom session and take part in breakout sessions and other learning activities (e.g., polling) in Zoom.

Focus on learning: When using technology during class, please be respectful and limit distracting activities. Social media, streaming entertainment, etc., as well as homework for other classes, should not be your focus during the synchronous sessions.

Be aware - I plan to record: Lecture from the synchronous sessions may/will be recorded. Please review the UF policies on recorded sessions at the end of the syllabus. I am asking that (unless technical issues with bandwidth or similar circumstances make it difficult) you do use your camera during class.

The course is housed in UF e-Learning in Canvas. This course uses a combination of lecture and seminar with guest lectures. Regular class attendance is absolutely critical to be successful in HSA 6385. While course readings and class presentations are posted on Canvas, understanding the material requires active participation in class and group discussions and detailed note-taking.

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.

Session	Topics	Dress Code
1/15	What is it really like at the next level? Members from the UF MHA Class of 2020	Business Casual
1/22	Student's meeting – Meeting with MHA students from Penn State, Seton Hall, Univ of Memphis, KUMC, BU, & GW	Business Casual
1/29	1:00pm Lonn McDowell, MHA, Vice Chair and Director of Administration, Department of Surgery 2:00 pm Adam Archeletta, MPH, CAPT, USPHS (Ret), CEO Laguna Healthcare	Business Formal
2/5	Laura Gruber, MBA, MHS Director, Administration UF Health Physicians	Business Formal
2/12	Bland Eng, MBA, MHS CEO, Brandon Regional Hospital	Business Formal
2/19	A Busy Leader's Handbook Presentations	Business Casual
2/26	Ellington Jones, Dr.P.H., MHA Executive Director, Digestive Diseases Service Line Tommy Tran, MPH Chief of Staff & Executive Director at Detroit Medical Center & Madison Workman, MHA Chief Operating Officer North Shore Medical Center	Business Formal
3/5	Jesse Tucker, Ph.D. President and CEO at Wayne UNC Health Care	Business Formal
3/12	Alan Levine, MBA, MHS President and CEO at Ballad Health	Business Formal
3/19	A Busy Leader's Handbook Presentations	Business Casual
3/26	Quint Studer, Business Development Leader	Business Formal
4/2	Professional Development	Business Casual

4/9	Ron Stone, MBA Director, Department of Medicine UF Health Jacksonville	Business Formal
4/16	Alumni Advisory Meeting	Business Formal

Course Materials and Technology

Materials

Textbook: The Busy Leader's Handbook: How To Lead People and Places (**TBLH**) That Thrive
Quint Studer ISBN: 978-1-119-57664-8 October 2019 288 Pages, John Wiley & Sons

Technology

Course materials are housed and available on CANVAS e-learning

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 & Grading

Requirement	Due date	Points or % of final grade (% must sum to 100%)
Written reflection papers	Throughout semester	30%
Attendance		30%
Homework	Throughout semester	20%
TBLH Presentation	On Syllabus	20%

More details will be forthcoming on Canvas.

Successfully completing the course depends on:

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

The course grade is Satisfactory/Unsatisfactory. Students must achieve a cumulative 80% or greater in total graded items and not have **more than two** unexcused absences from class to earn a satisfactory grade for HSA 6105.

Having not more than two (2) unexcused seminar class absence and a 80% or greater successful completion of course activities = **Satisfactory**

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

Students are responsible for meeting all academic objectives as defined by the instructor. Absences count from the first class meeting. In general, acceptable reasons for absences from 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.

Policy Related to Required Class Attendance

Excused absences must be consistent with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catid=10&navoid=2020#attendance>). Additional information can be found here: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

The expectation is that students will attend class and participate in discussions and in-class learning activities. Personal issues with respect to class attendance or fulfillment of course requirements will be handled on an individual basis.

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

The 5 P's of Student Responsibility for HyFlex Attendance during the Pandemic:

Patience: Be patient with the faculty, TAs and peers! This is new. There will be tech challenges.

Preparation: Be prepared for class! This applies to both the content and having your computer & headset/mic set-up ready to go.

Participation: Stay focused. The more you focus and participate the more you learn. Ask questions! Whether you are in person or online / remote — **ask questions**. You are responsible for your own learning. Attending the synchronous sessions as scheduled and participating in the learning activities will facilitate your ability to succeed in this course.

PPE and PHA (Personal Protective Equipment and Public Health Awareness): Follow UF guidelines and **wear your mask** if you are on campus in the classroom and in all face-to-face interactions. **Stay**

home if you are ill, have any of the symptoms on the UF screening tool, or think you have been exposed to COVID. (See official policies below.)

Attendance and Recordings

Recordings are not intended to be a replacement or substitute for attending synchronous sessions. They are intended to be a stop-gap for those who miss class due to illness or life events that are unfortunately common during the pandemic. Recordings will be made available in Canvas. As soon as links are available, I will post these. If you miss a class meeting for any reason, make sure to communicate with your professor and TAs and check with a peer who attended and watch the recordings.

Note on official policies that still apply

The COVID-19 Related Policies rolled out for fall still apply. Please be sure to include any that are applicable to your course.

Expectations Regarding Course Behavior

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

Communication Guidelines

For questions regarding course logistics, assignments, or issues with Canvas or Zoom, please first contact your team members to see if your team can help resolve the issue. If your team cannot resolve the issue, please try to reach the instructor during office hours or during class. If that is not possible or the concern is urgent, please email the instructor with your concern and allow for 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, 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://www.graduateschool.ufl.edu/>

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 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 in a professional and respectful manner 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/>.

On Campus Face-to-Face

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), please use the UF Health screening system (<https://coronavirus.ufhealth.org/screen-test-protect/covid-19-exposure-and-symptoms-who-do-i-call-if/>) and follow the instructions on whether you are able to attend class.
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>).

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Policy Related to Guests Attending Class:

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Please note that guests are **not** permitted to attend either cadaver or wet labs. Students are responsible for course material regardless of attendance. For additional

information, please review the Classroom Guests of Students policy in its entirety. Link to full policy: <http://facstaff.php.ufl.edu/services/resourceguide/getstarted.htm>

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 to you, 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/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>

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 be afraid to ask for assistance.

Inclusive Learning Environment

Public health and health professions are based on the belief in human dignity and on 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 inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: www.multicultural.ufl.edu

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If you are experiencing COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), please use the UF Health screening system (<https://coronavirus.uflhealth.org/screen-test-protect/covid-19-exposure-and-symptoms-who-do-i-call-if/>) and follow the instructions on whether you are able to attend class.

Remote and Online Synchronous Sessions:

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