Valencia College
School of Allied Health
BS Cardiopulmonary Sciences Program

HSA 4850 Healthcare Leadership Capstone

CRN 24103

<u>**SYLLABUS – SPRING 2024**</u>

Instructor: Sharon Shenton, MA, RRT, RRT-ACCS, RRT-NPS
Office: AHS 115 and Virtual
Phone: 407-582-5816
Email: *sshenton@valenciacollege.edu*
Student Engagement Hours: Via phone, email, Canvas Inbox and by appointment.
                    Monday & Wednesday: 1:00 pm – 3:00 pm
                    Tuesday & Thursday: 10:00 am – 12:00 pm
                    Friday: 10:00 am – 12:00 pm

<u>**COURSE INFORMATION**</u>

Course Title: Health Care Leadership Capstone
Credit Hours: 1 credit
Pre-requisite: Admission to Cardiopulmonary Sciences Program and Leadership Concentration
Refund of Fees: The Drop/Refund deadline for this course is February 19, 2024.
Instructional Method: Canvas Online Learning

Meeting days/times/location: This is an instructor-facilitated course in the online Canvas learning management system. All learning activities, discussions and assignments are completed online. There is 24/7 access to the course, and students are expected to plan their own schedule to complete the readings, learning activities and assignments within the deadlines indicated. There are no required class meetings on campus. The expected time commitment for this 1- credit online course is a minimum of 3 hours of student work and project development per week.

Course Overview: This capstone course will enable students to apply leadership theory to a health care organization or clinical department. Students will integrate previous coursework to develop a proposal and complete a project or research paper based upon an area of interest in health care leadership with an emphasis on problem solving.

Course Learning Outcomes:

- Apply leadership principles acquired in previous health care leadership courses.
- Demonstrate problem solving skills in determining solutions to an identified leadership challenge.
- Develop a project and implementation plan designed to solve an identified leadership challenge.
- Present project results in a formal presentation or research paper.

Valencia College Core Competencies: Valencia faculty have defined four interrelated competencies (Think, Value, Communicate, Act.) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog and include:

1. Think- think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
2. Value- make reasoned judgments and responsible commitments
3. Communicate- communicate with different audiences using varied means
4. Act- act purposefully, effectively and responsibly.

In this course, through reading, self-assessment and discussion, and other learning activities, you will further develop your mastery of those competencies.

Required Textbook:
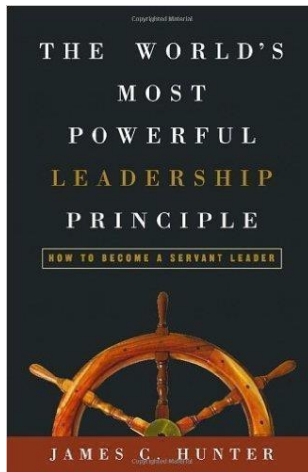
James C. Hunter, James C.; Water Brook 2004-06-29; ISBN-13: 9781578569755

This book will be utilized for discussions and journals and as a resource for developing and implementing your project.

Course Objectives:

- Apply health care leadership principles acquired in previous health care leadership courses.
- Demonstrate skills related to human resource management.
- Address cultural and ethical issues that impact health care.
- Develop an understanding of the health care leaders' role in various health care settings.
- Define the characteristics essential for successful leadership including team building and professionalism.
- Demonstrate organizational problem-solving and project management skills.
- Demonstrate research and written communication skills related to health care leadership.

Library Resources: There are a multitude of Valencia Library services available to students; the following services as well as many others can be found at: [Valencia Library](#)

- **Borrowing and Circulation**. Students can borrow books from the library; there are also many eBooks available online.

- **Reference Services**. Reference librarians are available to help students. This is a free service on campus to help students with research, located at the library 2nd floor reference desk.
- **Online Resources.** Most research can be done from home, as many resources and help from librarians, are also available online.
- **Free Skillshops**. The Library's Computer Access Lab offers many free, 1-hr workshops on all types of computer software, including Microsoft Office products, Blackboard, and Windows.
- **Ask-a-Librarian E-mail, Chat and Texting**. Students can contact a Florida librarian with research questions using this statewide service with extended hours.

Online Participation/ Attendance Expectations: For online courses, attendance is determined by consistency in logging in and accessing the course content and completing discussion posts and assignments according to the schedule. According to Valencia policy, students who do not engage in an "academically-related activity" during the first week of class will be dropped as a "No-Show". There will be a specific assignment to address this requirement posted in Canvas.

Questions and communication regarding course content should be posted under the specified discussion topic in Canvas. The instructor is available for help via email or by telephone, and via online meetings scheduled at a designated time. Students are encouraged to seek assistance from the instructor as needed. Students are expected to check Canvas and their Atlas email for important communication and updates on a regular basis, and at a minimum of every other day. Failure to participate in online activities and complete discussion posts and assignments due to computer error is not considered to be an acceptable excuse. Technical communication issues that may be experienced by the student should be documented, e.g. copy emails, save screen shots, etc. and communicated to the instructor immediately.

Note: *Just logging into the course does NOT count as attendance. In order for the instructor to document that you are actually in the class and actively participating, you must submit the first assignment by the scheduled due date, during Week 1, and continue to stay engaged in the course throughout the entire term.*

Resources and Technical Requirements for Online Courses: In order to participate in online courses, students must have access to a computer with reliable internet access. Valencia offers many online resources to help students with the online learning environment. "Getting Started Online, Canvas 101" is a great place to start to get familiar with online learning. Canvas resources can be found here: [Canvas Resources](#)

IMPORTANT VALENCIA DATES *

Classes Begin – TWK Term	February 12, 2024
Withdrawal Deadline	April 5, 2024
Final Exam Week	April 22 – 28 (N/A for this course)
Holidays – College Closed	March 18 – 24 (Spring Break)

*The Valencia College Calendar can be accessed at: [Valencia Calendar](#).

ASSESSMENT

Your grade will be determined by:

Discussions	20 %
Project Proposal	10%
Project Presentation Draft	20%
Final Project Presentation	50%

GRADING SCALE

A	93-100%
B	85-92%
C	76-84%
D	69-75%
F	Below 69%

Weekly Schedule of Topics: This represents the planned schedule; dates and topics may be subject to change. Additional details and specific requirements for each unit are provided within the course in Canvas.

Week	Dates	Topic
1	Feb 12 – Feb 17	Course Overview & Project Requirements; Prologue: Another Leadership Book? On Leadership, Chapter 1
2	Feb 18 – Feb 24	On Power and Authority, Chapter 2
3	Feb 25 – March 2	On Building Authority, Chapter 3
4	March 3 – March 9	On Leadership and Love, Chapter 4 Project / Research Proposal Due
5	March 10 –March 16	On Hugging and Spanking, Chapter 5
6	March 14 – March 23	SPRING BREAK
7	March 24 – March 30	On Human Nature, Chapter 6
8	March 31 – April 6	On Character and Human Change, Chapter 7 Draft Project Presentation / Research Paper Draft Due
9	April 7 – April 13	On Implementation, Chapter 8

10	April 14 – April 20	On Motivation and Other Essentials, Chapter 9
		Final Project Presentation/ Research Paper Due
11	April 21 – April 26	Leadership Skills Inventory, Project Feedback

Course Requirements

Written Assignments, Journals and Discussions
When completing any written assignment in this course, you are expected to express your own ideas and thoughts, using your own words. The use of quotes or close paraphrases must be limited, and only used when necessary to help convey your message. When these are used, they must be properly cited using APA format.

When completing discussion posts, you should always read the question or topic carefully and compose a quality answer including reference to the source of your information. Use proper grammar and a professional writing style. Avoid informal language or slang terms. Inaccurate or incomplete answers will not receive full credit. All formal written assignments require that you cite the source of your information. Sources utilized for research purposes should be formatted according to the APA format and must include the author, date of publication and title of the article. The URL link to the source may also be included. Proper APA formatting rules can be found through the Library resources links provided.

Work Missed: Students must complete course assignments and activities according to their weekly due dates. Weekly assignments are due no later than midnight of the due date. Deadlines for all assignments and discussion posts are specified in the Weekly Learning Modules. Generally, your original discussion posts will be due on Wednesday, and your comments on other students' posts will be due on Fridays. Check each assignment in Canvas for specific details and deadlines. Late original posts may be accepted for reduced credit, but late comments will not be accepted once the discussion has closed. Extenuating circumstances that interfere with completing course requirements, such as serious illness, death of a family member, or an immediate family medical emergency will be considered and should be discussed with the instructor in a timely manner. Documentation may be required, depending on the circumstances, and at the instructor's discretion.

Withdrawal Deadline and Policy: According to Valencia College policy: "A student who withdraws from class before the **withdrawal deadline of April 5, 2024** will receive a grade of "W." It is the student's own responsibility to withdraw before the withdrawal deadline. A student is not permitted to withdraw class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you will receive a grade of A, B, C, D, F or I, based on work completed. An "I" grade will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive

an "I", the work missed must be made up during the following semester, at which time you will get an A, B, C, D or F. Failure to make up the work during the following semester will result in you getting a grade of "F" in the course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of "F."

In the event that a student does not meet the online participation and attendance requirements described in the syllabus, the faculty member is permitted to withdraw a student from their class up to the beginning of the final exam period. If withdrawn by the instructor, your transcript will reflect a "W" and this will count as one attempt for this course. If you have decided not to complete this course, it is better for you to drop the course yourself during the add/drop period to avoid negative consequences. During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Note: Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications to the student which he or she must know about to make an informed decision before withdrawing from a course. Students with certain forms of scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

ADDITIONAL CLASSROOM INFORMATION

Faculty/Student Communication: Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division. We are committed to working together to resolve any issues that may arise.

Expected Student Conduct: By enrolling at Valencia College, the student assumes responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the online classroom environment rests with the faculty. Violation of any online classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

Academic Integrity: As healthcare professionals you are expected to adhere to and maintain the highest standards of academic integrity and professional and ethical conduct. Unless otherwise stated, all assignments are to be completed individually by each student enrolled. You are expected to submit only your own original work. According to the Random House Dictionary of the English Language, 2d ed., *"Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work".* If you copy someone else's words into your paper or project and you do not give the original author appropriate credit for their work, you are plagiarizing. You are stealing the hard work of another person and passing it off as if it were your own effort. In addition, research papers developed for another class cannot be used to meet the requirements of this course.

NOTE: *Plagiarism and Cheating on any assignment will result in at least an "F" for that assignment (depending on the severity of the case, may lead to an "F" for the entire course) and may be subject to appropriate sanctions according to the Student Code of Conduct in the current Valencia Student Handbook; for more information, visit:* [Valencia Policies](#)

Unicheck: All formal written assignments are subject to submission through plagiarism detection software. Unicheck is an automated system which instructors use to quickly and easily compare students' papers and assignments with a multitude of web sites. It is an enormous database of student papers that grows with each submission. After the assignment is processed, the student as well as the instructor receives a report from Unicheck that states if and how another author's work was used in the assignment. For a more detailed look at this process, visit: [U n i c h e c k](#)

Online Rules of Student Behavior / Netiquette: The term **"netiquette"** refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. All students are expected to:

- Show respect for the instructor and for other students in the class
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

Students should not:

- Show disrespect for the instructor or for other students in the class
- Send messages or comments that are threatening, harassing, or offensive
- Use inappropriate or offensive language
- Convey a hostile or confrontational tone when communicating or working collaboratively with other students
- USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!

If a faculty member feels that a student is violating any of the above guidelines, they will contact that student to discuss the situation in person. If you feel that another student is behaving inappropriately, please send your instructor a private e-mail message explaining the situation as soon as possible.

Valencia ID Cards: All students are required to obtain a Valencia ID card to access the campus and any student services that are provided. A valid Valencia ID is only form of identification that is accepted at the Library and Testing Center. After you have registered and paid for your fees, bring a photo ID to Student Development to obtain your Student ID card. Student ID's are free. If your ID is lost, there is a $5 fee to replace it.

STUDENT HELP / SUPPORT SERVICES

Your success is very important to us! Students are encouraged to seek assistance from the instructor as needed. When additional support is needed, Valencia provides many student support resources including: Computer Labs, Learning Centers, Student Success Workshops, Online Tutoring, Testing Center Support and Writing Consultations. For more information, visit: [Learning Support](#)

Baycare Behavioral Health's Student Assistance Program: Valencia is committed to making sure all our students have a rewarding and successful college experience and offers assistance to students in need of private counseling. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24-hour unlimited access to the Baycare Behavioral Health's confidential student assistance program phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students.

Students with Disabilities: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The OSD is located on the West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326.

Disclaimer: The course outline and syllabus are subject to change as needed; changes will be announced in Canvas and/or via ATLAS email, in a timely manner. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.