

Austin Peay State University

MHA 5020: Leadership Development 1

Fall A 2022: August 22-October 13, 2022

Health and Human Performance, Hybrid, 2 credit hours

**Instructor Information:**

Dr. Melissa Kates

Email: [katesm@apsu.edu](mailto:katesm@apsu.edu)

Office phone: 931-221-7188

Office hours and location: M: 10:00-11:00 a.m. and TR: noon – 1:00 p.m.

<https://apsu.zoom.us/j/9312217188>

**Course Details:** Asynchronous via D2L, August 22-25, & August 29-October 13,  
In-person: August 26-28, 2022

**Course Description**

This is the first of two on campus requirements. Students will be oriented to campus resources, participate in leadership and competency baseline assessments, become familiar with competency based curriculum and engage with industry leaders.

Prerequisites and/or Co-requisites

None

**Course Learning Objectives**

After completing this course, the students will be able to:

1. Define leadership
2. Identify key leadership traits and behaviors
3. Apply leadership principles to healthcare settings
4. Assess personal leadership principles and traits
5. Identify personal values related to leadership development
6. Create and communicate personal leadership development plan

**Course Competencies**

- Written communication skills assessed via Leadership Development Plan assignment (level 1)

## Austin Peay State University

- Interpersonal skills assessed via observation/attendance to the weekend on campus session (level 1)
- Leadership skills and behaviors assessed via The Leadership Challenge key module assignments (level 1)
- Professional development skills assessed by taking and responding to the Leadership Principles Inventory assessment (level 1)

Level 1 refers to beginning/emerging skills.

## Course Requirements

### Required Materials

Kouzes, J.M. & Posner, B.Z. (2017) The Leadership Challenge, 6<sup>th</sup> Edition, Wiley & Sons, ISBN 978-1-119-27896-2

LPI Self-Assessment: Go to [www.lponline.com/login](http://www.lponline.com/login) and login or register. Click on "Submit PIN" and enter PIN: 69200:31869. Follow the instructions to purchase a license. Use Promo Code APSU2 to receive 20% off. You will receive a confirmation email with an order number. Copy and paste that number in the field provided on the assessment site to complete the process.

### Technology Requirements

Please see the [Technology for Digital Learning](#) webpage for more information.

### Technology Skills Required for Course

Students need to be able to access D2L, email, and web-based leadership assessment tool.

## Participation, Assessments & Grading

### Class Participation

Students are expected to attend the weekend retreat August 26-28, 2022 as well as engage with each other and course instructors via D2L where appropriate. Students should check course announcements frequently and students must actively participate in threaded discussion events.

### Class Commitment

Students should expect to engage with the asynchronous course work 2-4 hours per week (following the weekend retreat).

### **Class Schedule and Assignments**

MHA 5020 is organized in Modules. All modules (with the exception of the Pre-Work Module – which is worth 25 points) are worth 50 points and include a practice summary/review, an associated assignment and a discussion board posting (likely related to the associated assignment). All modules (besides the pre-work module which is due on a Wednesday) are due on Sundays by 11:59 p.m. via D2L.

Assignments not associated with a module are:

Attendance to weekend retreat: 25 points **Due 8/26-8/28.**

Competencies consultation: 50 points **Scheduled between 9/29-10/7.**

Leadership Development Plan: 50 points **Final LDP due October 9<sup>th</sup> by 11:59 p.m.**

Pre-Work Module: Due **Wednesday August 24 by 11:49 p.m.**

Module One: Practice One: Model the Way: **Due September 4 by 11:59 p.m.**

Module Two: Practice Two: Inspire a Shared Vision: **Due September 11 by 11:59 p.m.**

Module Three: Practice Three: Challenge the Process: **Due September 18 by 11:59 p.m.**

Module Four: Practice Four: Enable Others to Act: **Due September 25 by 11:59 p.m.**

Module Five: Practice Five: Encourage the Heart: **Due October 2 by 11:59 p.m.**

### **Grading Procedures**

This is a Leadership Development course. Assessments are related to your individual reflection, progression and application of key concepts. Alignment of assessments with competencies is provided above.

### **Late and Missing Work Policy**

Life happens and sometimes it happens in such a way that the quality of work would be significantly impacted. Therefore I offer one “life happens card” to all students; no questions asked. If you need to use your life happens card, simply email me at least by the due date and you will have up to one week to submit your work with no penalty. Note: you should still work to maintain your other assignments, this is good for one assignment only.

### Grading Scale

- 360-400 Points = 90-100% - A
- 320-359 Points = 80-89% - B
- 280-319 Points = 70-79% - C
- 240 -279 Points = 60-69% - D
- 239 points and under = 59% and under – F

To calculate your percentage/letter grade during the course, divide the total number points you have earned by the total number of points possible and multiple by 100. This will give you the percentage associated with the letter grades.

Assignment	Points Possible
Pre-Work Module <ul style="list-style-type: none"> <li>• My Best Leadership Experience: 10 points</li> <li>• Completion of LPI: 15 points</li> </ul>	25 points
Modules <ul style="list-style-type: none"> <li>• Discussion Board: 10 points</li> <li>• Related Assignment: 15 points</li> <li>• Practice Summary: 25 points</li> </ul>	50 x 5 = 250
Attendance to Weekend Retreat	25 points
Leadership Development Plan	50 points
Competencies consultation	50 points
<b>Total Points Possible</b>	<b>400 points</b>

### Description of Assignments:

*Module related assignments:* For each module/practice there will be an opportunity for students to relate the material to a healthcare administration situation, scenario, or application. Refer to D2L for details

*Practice summaries:* For each practice, students will be asked to summarize the key points and apply at least one key point to their own professional development and/or organizational issue (hypothetical or actual). Refer to D2L for details.

*Discussion Boards:* Each module/practice will have an associated discussion board. Discussion prompts will be provided. Students will be expected to author an original post and respond to at least one other colleague's post.

*Leadership Development Plan:* Students will have the opportunity to synthesize the material in a personal leadership development plan. Details will follow.

*Competencies consultation:* This MHA is a competency based program. Each course has associated competencies. Students will schedule a 10 minute consult via D2L discussion board with Dr. Kates to review progress of the competencies associated with this course. The consult meeting will occur via zoom between September 29-October 7, 2022. Note: if requested, this consult can also include a review of your leadership development plan.

### **Instructor Grading and Feedback Response Time**

The instructor will provide grades and feedback within 3 to 5\* days depending upon the depth and nature of each assignment. \*I will make every attempt to have at least the first module assessed with enough time for you to make adjustments in time for you to submit the 2<sup>nd</sup> module.

### **Course Expectations and Policies**

#### **Students are expected to:**

- Complete the prep work, attend the weekend retreat and engage regularly with the materials following the in person weekend session.
- Be prepared for active participation by keeping up with the homework, activities, and reading assignments.
- Read all of the required posted online materials, including all discussion forum posts for the required forums.
- Complete the assignments by the posted due dates.
- Promptly communicate technical and other course issues or problems to the instructor.
- Adhere to all of the guidelines regarding academic honesty which can be found among other institutional policies in the [APSU Student Handbook](#).

#### **The instructor can be expected to:**

- Reply to student emails within 24 hours Monday through Friday (AP Mail only – D2L email response will be longer). Response times may vary during weekends and holidays.
- Give timely and appropriate feedback on all assignments and assessments. In this course, feedback will be provided within 3-5days of assignment/assessment submission.
- Post regular announcements at the beginning of each module to update the class on progress and upcoming assignments/assessments.
- Set the tone of the course.

### **Communication Policy**

Regular announcements will be made through D2L on the “Announcements” page. The preferred email communication method is via AP Mail. If you email me only through D2L I cannot guarantee as timely a response. Please be sure to check your APSU email at least 3-4 times/week. If you have problems with accessing your APSU email account or D2L, contact GovsTech at 931-221-4357 or email [govstech@apsu.edu](mailto:govstech@apsu.edu).

Besides the weekend session, additional class communication will primarily be through D2L, discussion forums, and AP email. The best way to contact me directly is via email at [katesm@apsu.edu](mailto:katesm@apsu.edu). If needed, Zoom video conferences, phone calls, or office visits can be scheduled via email.

### **Students with Disabilities**

Austin Peay State University abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education “solely by reason of a handicap.” Disabilities covered by law include, but are not limited to, learning disabilities, hearing, sight, or mobility impairments.

If you have a documented disability that may have some impact on your work in this class and for which you may require reasonable accommodations, communicate with me and Disability Services in Morgan University Center 114 on the Clarksville Campus, 931-221-6230, [disabilityservices@apsu.edu](mailto:disabilityservices@apsu.edu), so that reasonable accommodations may be arranged. For more information, please visit the [APSU Disability Services](#) website.

### **Academic Honesty and Integrity**

“Austin Peay State University strives to promote values and attitudes that are reflective of solid academic character and integrity.” All students are expected to complete their own work and conduct research and author assignments independently of others (unless specifically authorized to work together by your respective faculty).

Academic integrity is the cornerstone of your educational experience. “When students participate in behavior that is considered academic misconduct, the scholarly value of their education is diminished.”

Academic misconduct is defined as the following:

## Austin Peay State University

*Plagiarism.* The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper attribution.

*Cheating.* Using or attempting to use unauthorized materials, information or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.

*Fabrication.* Unauthorized falsification or invention of any information or citation in an academic exercise.

*Facilitation or Collusion.* Assisting or attempting to assist another to violate a provision of the institution's student code of conduct regarding academic misconduct.

Students should be aware that a violation of the University's Academic Misconduct Policy can result in disciplinary action which could include failure for an assignment, failure for an entire course, probation, suspension or expulsion from the University. If students are not certain whether a practice would be considered academic misconduct they should always consult with their instructor.

### Technical Support

#### APSU Information Technology

For Austin Peay email and OneStop login issues contact (931) 221-HELP (4357) or [govstech@apsu.edu](mailto:govstech@apsu.edu). Go to [GovsTech](#) for more information.

#### Distance Education Support

For technical issues within your online/hybrid course, contact (931) 221-6625 or [online@apsu.edu](mailto:online@apsu.edu). Go to [Distance Education's](#) website for more information.

#### Publisher Supplied Content

Place contact information including phone number and email addresses for external publishers (Pearson, McGrawHill Connect etc.) or other 3<sup>rd</sup> party (LiveText, iHuman, etc.) technical support here.

### Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are made during the term of the course, the instructor will immediately

## Austin Peay State University

notify students of such changes both by email communication and posting both notification and nature of change(s) on the course announcements page in D2L.