

Austin Peay State University

MHA 6020: Leadership Development V:
Professionalism and Ethics

Fall B 2022: October 19-December 9, 2022

Health and Human Performance, Asynchronous Online, 1 credit hour

Instructor Information:

Dr. Melissa Kates

Email: katesm@apsu.edu

Office phone: 931-221-7188

Office hours and location: by appointment only via zoom:

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

Course Details: Asynchronous via D2L

Course Description

This is the fifth and final leadership development course and brings everything together for students to exhibit a high level of professionalism and ethics. Besides opportunities to investigate and respond to ethical scenarios/dilemmas, this course will not have any significant new content. Instead, you will polish your leadership philosophy statement, review job market data, update your resume and describe your professional plan upon and beyond graduation. This course will also provide a menu of activities/assignments. For example, perhaps your career path is fairly well defined (or you think it is anyway) so you may want to contribute to your leadership library and do a book review. Or, if you anticipate you will be on the job hunt in the next 1-2 years you may elect to really focus on your resume, your professional online presence and practice writing cover letters for specific positions.

Prerequisites and/or Co-requisites

LDV 1, 2, 3, & 4

Course Learning Objectives

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

1. Respond thoughtfully to healthcare related ethical scenarios.
2. Relate leadership skills to professional practice and future careers.

3. Identify key job market trends and healthcare job growth sectors.
4. Demonstrate a commitment to continuous leadership learning.
5. Refine personal leadership philosophy statement

Course Competencies

- Communication skills assessed via discussion board posts (level 3)
- Interpersonal skills assessed via chosen assignments (Level 3)
- Professional development assessed via common career assignments (Level 2)
- Organizational and professional ethics assessed via ethical scenario responses (Level 2)

Level 1 refers to beginning/emerging skills.

Level 2 refers to intermediate developed skills.

Level 3 refers to mastery skills

Course Requirements

Required Materials

Articles and materials will be provided

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 engage with each other and course instructor 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 4-5 hours

per week: 1 credit course over 8 weeks = 2 hours/week “instruction” + additional 2-3 hours/week on assignments

Class Schedule and Assignments

MHA 6020 is organized in a self-paced course format which includes common assignments for all students and a menu of assignments/activities. The common assignments will typically be due on various Sundays by 11:59 p.m. The “menu” of assignments/activities will have check-in due dates. For example, mid-term there will be a recommended number of points earned by that date, but not necessarily a specific due date for each assignment.

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.

Description of Assignments: (additional details will be provided via D2L)

Common Assignments: total points for all common assignments: 75.

Ethical Scenarios: total points: 50. You will be introduced to “Ethics Unwrapped” resources. These resources are robust! You will have some scenarios selected for you, while other scenarios you will be able to select what you want to respond to. Some scenario responses will be written, individual assignments while others will center on a robust discussion board exchange; meaning, we will go beyond just posting and responding but do more back and forth responses. There will be a total of 4 assignments related to these scenarios; 2 will be a written, individual response each worth 10 points and 2 will be responses provided via discussion board interactions each worth 15 points. These will have varying due dates.

Wrap-up Project Management book: total points: 10. You will be provided some general prompts for the last few chapters of *Project management for the unofficial project manager*. This assignment will be worth 10 points. This will be due on Sunday, 11/6/2022 by 11:59 p.m.

Common Career Assignments: total points: 25. Austin Peay has a *Career Coach* Button that is embedded in everyone's One Stop login page. Everyone will take the free Career Assessment and reflect on your results in a discussion board post and interaction worth 15 points. Everyone will also submit an updated annotated resume worth 10 points (the annotated aspect will be explained via the assignment). Both these assignments will be due by 11/13/2022 at 11:59 p.m.

Menu of assignments: You can make a selection of any combination of these assignments that all add up to 75 points. You can focus only on career assignments. Or, you can do a combination of career and leadership options. Due dates for these assignments will be based upon your selections. You will submit to me your plan for earning these 75 points and we will determine, together, the timeline of these assignments by Sunday, October 23rd.

Career Assignment option 1: Worth 10 points. APSU Career Services – what do they offer? This will be a discussion board post if you select this assignment. You will visit APSU's career services website and summarize the services they offer.

Career Assignment option 2: Worth: 15 points. You will do a comprehensive job search for a job you would be qualified to apply for now (or upon graduation). I will then provide a Position Posting Review form where you will pull out key phrases and align the job with your education, skills and experience.

Career Assignment option 3: Worth 25 points. Note: if you select this assignment, it will make the assignment more useful if you also select option 2, but that is not a requirement. Write a cover letter. Do a job search or, use a job description I have provided, and compose a cover letter for a specific job you choose.

Career Assignment option 4: Job Search Culmination and Consultation. Worth 50 points. This assignment is only available if you do options 2 or 3. This assignment will, ideally, result in you applying for a position. You will do the job search, write a cover letter, and develop a list of anticipated interview questions. You will then schedule a consulting appointment with Dr. Kates and/or utilize the interview

preparation services offered by Career Services. You will then apply for the position (again, ideally).

Leadership Assignment option 1: Worth 10 points. “Word on the street” assignment. You’ll do a twitter/social media search on healthcare leadership or just leadership in general and provide, via a discussion board post, the top 10 tweets/posts.

Leadership Assignment option 2: Worth 15 points. Building my leadership library. You will identify and list 10 leadership related books that you’d like to read some day. You’ll provide the author, title and a very brief description of the book and why it interests you.

Leadership Assignment option 3: Worth 25 points (note: if you select this option it will be more useful if you also do option 2 as it will provide you and your fellow book club members a list of titles to choose from). This option will have rolling due dates depending upon how many choose to do the book club and how accessible the selected book is to get.

Leadership Assignment option 4: Worth 50 points. Leader interview and possible consultation with Dr. Kates (if needed). For this assignment, ideally, you will identify a healthcare leader to interview. Dr. Kates will assist you in coming up with questions and can possibly help connect you with a leader to interview. If, due to time constraints, that becomes problematic, students can choose to do a long view career plan and consultation with Dr. Kates.

My path to 75 points (pass/fail). By 10/23 at 11:59 p.m. you will submit to the appropriate dropbox, your plan for reaching 75 points. For example, you may choose Career Option 1 (10 points), Career Option 2 (15 points), Career option 3 (25 points) Leadership Option 1 (10 points), and Leadership Option 2 (15 points) = 75 points.

Or, you could do Career option 3 (25 points) and Career option 4 (50 points) = 75 points.

You could also select options that add up to more than 75 points but that will be simply for your benefit and not result in any extra credit.

Along with your selection you will provide a proposed timeline for due dates.

Grading procedures

Common assignments total	85 points
Menu of assignments total	75 points
Total points	160 points

Course Expectations and Policies

Students are expected to:

- 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 3-5 days 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. The best way to contact me directly is via email at

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, sdrc@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:

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.

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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. 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. Go to [Distance Education's](#) website for more information.

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 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.

Other notes: The instructor may offer various zoom sessions over these 8 weeks. These offerings will be based upon interest from cohort members. Any student can request an individual zoom.