

Austin Peay State University

MHA 6100: Capstone Course:  
Culmination of learning and practice

Fall B 2022: October 19 – December 9, 2022

Health and Human Performance, Asynchronous online and one weekend in person  
case presentation and leadership symposium

**Instructor Information:**

Dr. Melissa Kates

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

Office phone: 931-221-7188

Office hours and location: zoom by appointment

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

Dr. Gregory A. Moore

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

Office phone: 931-221-6341

Office hours:

Mon 9-10, Tue and Thur: 9-9:30 am and 11-11:30, Wed: 10 am-noon

**Course Details:** Asynchronous via D2L and in person weekend symposium

**Course Description**

This course is the culmination of course work, leadership skill development and reflection, and knowledge and skill integration. Using a case study approach, students will review cases on a variety of topics and apply content and skills from previous courses, including the integrative learning experience. Students will submit work both independently and part of a team. The capstone will culminate with an in-person leadership symposium where teams will compete in a case competition and a poster-style symposium.

Prerequisites and/or Co-requisites

All MHA courses.

### **Course Learning Objectives**

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

- Apply strategic individual, organizational, and systemic perspectives to analyze management and leadership decision-making situations.
- Present a comprehensive and evolved personal plan for leadership development.
- Demonstrate ability to work collaboratively and effectively within a team and exhibit team leadership skills.
- Demonstrate mastery of theory, policy, and applications to practice in at least one substantive aspect of healthcare management.

### **Course Competencies**

- Knowledge of the functions of healthcare systems and organizations at a level 2 assessed via module assignments, responses to mini-case studies and the team case presentation.
- Knowledge of healthcare environments at a level 2 assessed via module assignments and responses to mini-case studies.
- Communication skills at a level 3 assessed via team case presentation and poster presentation.
- Interpersonal skills at a level 3 assessed via the peer review process for the team case presentation and the poster presentation.
- Critical thinking skills at a level 3 assessed via module assignments and the team case presentation.
- Problem solving at a level 2 assessed via responses to mini-case studies and module assignments.
- General management skills at a level 3 assessed via module assignments, competency reflections and responses to mini-case studies.
- Strategic management skills at a level 2 assessed via module assignments, team case presentation and competency reflections.
- Ability to assess organizational culture at a level 2 assessed via the team case presentation.

# Austin Peay State University

## Course Requirements

### **Required Materials**

Articles and materials will be provided.

Students will be expected to pay for a professional printed poster. Details of costs and access to APSU printing services will be provided.

Students may be required to pay a small fee to access the selected case study for the team case presentation.

### **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. Students are also expected to attend the team case presentation and poster symposium scheduled for December 2 and 3, 2022.

### **Class Commitment**

Students should expect to engage with the asynchronous course work 10-12 hours per week: 2 credit course over 8 weeks = 5 hours/week “instruction” + additional 5-6 hours/week on assignments. The 3<sup>rd</sup> “credit” of the course will be met via the in-person case competition and symposium.

### **Class Schedule and Assignments**

MHA 6100 is organized in Modules. Modules are worth varying points depending upon the work load and time allotted. Most modules will include a mini-case study, reviewing information about a case study and responding to a related discussion board forum/topic. Reflective essays will also be assigned in various modules.

## Austin Peay State University

Assignments not associated with a module are:

Case Study Presentation: 100 points (75 points presentation 25 points evaluation of team members)

Leadership Development Poster Presentation: 100 points

Modules:

Module One: Dates: 10/19-10/30 – all assignments due 10/30 11:59 p.m.

Key content in MHA courses

Demonstration of knowledge Acquisition: Module Assignment

Self-reflection – competencies in content areas

On-going work: team case study preparation – teams submit progress reports

Module Two: Dates: 10/31-11/13 – all assignments due 11/13 11:59 p.m.

Key skill demonstration

Demonstration of skill acquisition: Skill Based Assignment

Self-reflection – competencies in skill areas

On-going work: team case study preparation – teams will submit progress reports

Module Three: Dates: 11/14-11/27 all assignments due 11/27 11:59 p.m.

Leadership Acquisition

Demonstration of leadership acquisition: Final Leadership Philosophy statement

Self-reflection: competencies in leadership development

On-going work: team case study preparation – progress reports

Module Four: 11/28 – 12/8 – on campus 12/2 & 12/3

Capstone deliverables: Attendance and participation in team case presentation and poster symposium

Final reflection due 12/8

### **Grading Procedures**

Assessments are related to your individual reflection, progression and application of key concepts.

### **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 we offer one “life happens card” to all students; no questions asked. The “life happens card” is only applicable to one

## Austin Peay State University

assignment and not all the assignments in any given module. It does not apply to the team progress report or discussion board postings. If you need to use your life happens card, simply email Dr. Kates or Dr. Moore 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.

Module description	Points Possible
Module One: Due: 10/30/2022 11:59 p.m. <ul style="list-style-type: none"><li>• Mini-case studies – discussion board posts and responses 20 points</li><li>• Content assignment: 30 points</li><li>• Team Case study progress report: 10 points students vote on final case.</li><li>• Competency Knowledge Self-reflection &amp; prompts for poster: 15 points</li></ul>	75 points
Module Two: Due 11/13 11:59 p.m. <ul style="list-style-type: none"><li>• Mini-case studies DB responses 20 points</li><li>• Skills assignment 30 points</li><li>• Team Case Presentation progress report: 10 points</li><li>• Competency Skill Self-reflection &amp; prompts for poster: 15 points</li></ul>	75 points
Module Three: 11/27 11:59 p.m. <ul style="list-style-type: none"><li>• Mini-case studies DB responses: 20 points</li><li>• Leadership Assignment: first draft of leadership development poster – <b>due mid-module</b> submission P/F worth 20 points</li><li>• Final team progress report 10 points</li></ul>	50 points
Module Four: Varying due dates <ul style="list-style-type: none"><li>• Team Case Study – peer review due 11/30 10 points</li><li>• Final team case study due 12/2 (presentation due ahead of time for upload)</li></ul>	50 points

Austin Peay State University

Module description	Points Possible
<ul style="list-style-type: none"><li>• Attendance to Case Presentation and Leadership Symposium: 20 points</li><li>• Final competency self-reflection due 12/9: 20 points</li></ul>	
Team Case Presentation	100 points (75 for presentation 25 for peer evaluation)
Leadership Poster Presentation	100 points
Total Points Possible	450 points

**Grading Scale**

A = 90-100%: 405-450 points

B = 80-89%: 360-404 points

C = 70-79%: 315-359 points

Students must pass this course with a C or better. .

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

*Mini-case studies discussion board responses:*. There will be prompts and questions for you to respond to demonstrate your ability to apply knowledge and or skills to a specific scenario/case. You will respond to the case(s) via discussion board original post and respond to one other student's post.

*Knowledge and Skill assignments:* You will have the opportunity to demonstrate knowledge of content and skill attainment via related module assignments.

*Team Case Study Progress reports:* For each module your team will provide a progress report. Details provided via D2L. Note: there may be a minimal fee to access the final case study.

*Competency self-reflection:* For each module you will be provided prompts to reflect upon your level of competency attainment related to a topic or skill associated with each module, including your integrative learning experience this summer. These reflections should be the basis for your final poster presentation.

*Team Case Study Presentation:* Teams will present the results of their work related to the chosen final main case.

*Leadership Development Poster Presentation:* Students will create a poster presentation of their leadership journey, incorporating key learning moments, the Integrative Learning Experience and their leadership development plan and personal philosophy statement. Students will be expected to provide a power

point of their slide to be printed for the weekend symposium.

### **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.

## **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 us only through D2L we 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). 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, [sdrc@apsu.edu](mailto: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.

## Austin Peay State University

*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 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 instructors may offer various zoom sessions over these 8 weeks to allow for more interaction between cohort members and faculty members. These offerings will be based upon interest from cohort members. Any student can request an individual zoom.