MED 450
Leadership and Professionalism

Fall B | 2024

Course Description: Leadership, leadership theory and inter-professionalism in practice. Applies didactic content to case studies and activities designed to promote critical thinking and effective teamwork. Solidifies concepts through the use of assignments, exams and discussions.

Course Overview: In addition to leadership, leadership theory and inter-professionalism in practice, students will learn about resources at Arizona State University that will help them on their professional path into the healthcare field. Students conduct several self-assessments to learn about their leadership style and complete a team project to apply leadership and team building concepts from class.

Credit Hours: 3

Enrollment Requirements: Prerequisite(s): minimum 45 hours; Credit is allowed for only HCD 401 or MED 450
 Course Format: *iCourse or oCourse*

Course Access: Regardless of how this course is presented, you may still be expected to log into Canvas, the Learning Management System (LMS). This requires a computer, a stable internet connection, and in some cases a webcam and microphone.

Your ASU courses can be accessed by both my.asu.edu and myasucourses.asu.edu; bookmark both in the event that one site is down.

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COURSE BASICS

Course Objectives

1. Describe the role of leadership and professionalism in the healthcare industry as it pertains to patients, organizations, and the healthcare industry as a whole.
2. Identify the influence of leadership theories and concepts in the healthcare industry.
3. Discuss the important role ethics and integrity play in the healthcare industry.

Expected Learning Outcomes

Students completing this course will be able to

- ELO #1 Students will recommend strategies leaders can use to manage conflict and produce positive change
- ELO #2 Students will be able to collaborate with peers to effectively analyze and propose solutions to healthcare issues.
- ELO#3 Students will assess leadership strengths and challenges to develop a leadership growth plan.
- ELO #4 Students will prepare and finalize career materials such as resumes, graduate school, internship and medical school applications

Does this class have an honors contract? Yes

NOTE: You must make the Student Accessibility and Inclusive Learning Services (SAILS) aware if you require accommodations due to a disability. Review the **ASU Policies** section for more information.

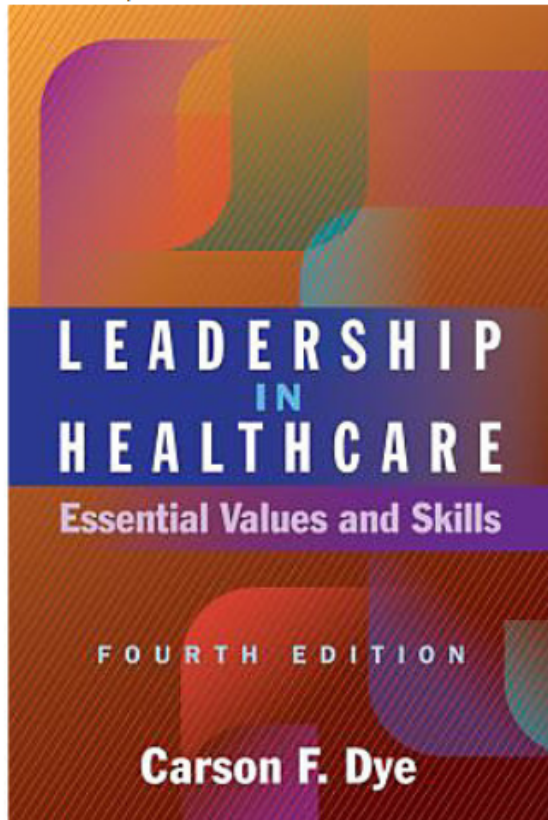## Textbook, Special Materials and Co-curricular Activities

Text:

Required: *Leadership in Healthcare: Essential Values and Skills,3rd Edition*. By Carson F. Dye. (4th edition is okay to use and a digital version is available at the bookstore along with a limited number of hard copies)

USED Hard Copies: ISBN-13: 978-1567938463 or ISBN-10: 1567938469
(a digital version is available at the bookstore)

Recommended: *Maestro: A Surprising Story About Leading by Listening.* By Roger Nierenberg

Leadership in Healthcare: Essential Values & Skills, Fourth Edition

4 Edition, book

LEADERSHIP IN HEALTHCARE
Essential Values and Skills
FOURTH EDITION
Carson F. Dye

View BryteWave version

View Table of Contents

Format: Paper
Author(s): Dye
Publisher: Health Administration Press

ISBN-13:
9781640553613
DIGITAL ISBN-13:
9781640553606
ISBN-10:
1640553614

Grading Policy

Grades reflect your performance on assignments and adherence to deadlines. Grades on assignments will be available within one week of the due date in the Gradebook. Grades will not be rounded.

Assignments, discussion postings and quizzes are generally due by 11:59 pm AZ Time Sunday, except for the final weeks.

*Each Module in class is generally available from Monday – Sunday during its assigned timeframe.

Grade breakdown:

Letter grade	Percentage
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	70-76.9
D	60-69.9
E	<60

Assignments/Exams

Methods of Evaluation:		
Assignment Type	**Number in Course**	**Total Course Value**
Syllabus Quiz	**1**	**5**

Quizzes	4	160 (40 pts each)
Yellowdig Discussion Posts/class assignments	5	35 (7 pts each)
Assessments/class assignments	4	20 (5 pts each)
Resume	1	20
Career Services Units	2	20 (10 pts each)
Team Leadership Project	1	40
TOTAL		300 points

Summary of Requirements

Quizzes (40 points each)
Four quizzes will be given online, <u>worth 40 points each</u>.   Quizzes must be taken within the scheduled time frame. You are expected to take all quizzes – if you miss a quiz it will count as a "0". Quizzes will cover assigned readings, lectures, and other material covered in this course. Questions may consist of multiple choice, matching, and true/false questions.

Yellowdig Discussions (35 pts)

This course will hold online discussions through the **Yellowdig Engage (YD)** platform. You will be required to post your response to the prompt(s) provided and respond to your classmates' before the end of each week. Points are awarded by activity, but a limited number can only be earned each week to ensure weekly participation on the board. By the end of the course, you will have accumulated a total score of all activities performed.
To learn more about Yellowdig, please see their Learner's Resources page.

Assessments (5 pts each)
You will take four leadership style assessments during the semester. These assessments are designed to help you understand your leadership strengths and challenges.

Resume (20 pts)

After a presentation by career services, you will complete or edit your resume to submit to career services for feedback. This resume should be tailored to help you in your next career step, be it graduate or professional school, an internship, or a job.

Career Services Units (20 pts)

You will explore resources from ASU's Career Services to help you with your next career step after graduation for a job, internship, graduate, or professional school.

Team Leadership Project (40 pts)

In this assignment, you will work with a group of peers to practice team member and leadership skills and analyze the leadership style of a healthcare leader based on leadership concepts and theories learned in class.

Final Exam:
The team project is considered your final exam.

Make-up work/late submission general policy:

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

Follow the appropriate University policies to request an accommodation for religious practices or to accommodate a missed assignment due to University-sanctioned activities. **Late work will be accepted with a 10% penalty/day.**

Course Schedule

Week	Topic/Module	Assignments Due	Assoc. Learning Outcome	Points
1	Leadership in Healthcare	Quiz 1, True Colors Assessment, YD#1, Syllabus Quiz	LO1, LO2	57
2	Personal Values	Quiz 2, YD#2, Team Charter	LO1, LO2	47
3	Personal Values	Quiz 3, YD#3, EQ Assessment	LO2, LO3	52
4	Career Services	Resume, YD#4, 2 CS modules	LO2, LO3	47
5	Team Values	YD#5, Conflict Management Assessment	LO1, LO2, LO3	12

6	PI Assessment, Crisis Leadership	Quiz 4, PI Assessment	LO1, LO3, LO4	45
7	Final Project	Team Leadership Project	LO3, LO4	40
Total Points				**300**

Note: While every effort is made to keep the course evaluation process consistent with what is in the initial syllabus, it is possible that slight changes may have to be made as the semester progresses. These changes will be communicated thoroughly to the students and although total points may potentially fluctuate, the percentages remain constant, meaning there is no intention of harm to the student's grades. Any changes to the course evaluation process will be posted on Canvas as part of an announcement; however, it is the student's responsibility to be aware of the points and their grade and be proactive in speaking to the instructor if there are questions or concerns. Students should not rely on Canvas or other students if they have a question on their grade in class, contact the instructor.

CLASS EXPECTATIONS

Classroom Behavior Policy

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The Office of Student Rights and Responsibilities reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Attendance Policy

Some absences are excused in accordance with ASU policy. They include accommodations for religious practices, University-sanctioned activities, and death of a family member. Read more about university-excused absences in the **ASU Policies** section. I take attendance during each class.

In the event the instructor fails to indicate a time obligation, the time obligation will be 15 minutes for class sessions lasting 90 minutes or less, and 30 minutes for class sessions lasting more than 90 minutes. Students may be directed to wait longer by someone from the academic unit if they know the instructor will arrive shortly.

Required Technology, Technical Support & Internet Outage Plan
Required Technology

1. Desktop or laptop computer, **current within the last 5 years**
   - *Note: Canvas does have an app that can be used with mobile devices, but the app is limited. Please access Canvas primarily through a desktop or laptop computer.*

- Do not use a Chromebook or Netbook, since it cannot run Respondus, which is used for tests.
2. Stable, high-speed internet access
3. Web browser updated to the most recent version. Chrome is the preferred browser for Canvas.
4. Audio speakers and/or headphones attached or built-in to the computer
5. Webcam (external or internal with microphone)
6. Word processing software. (Students have access to Google Docs with their ASUrite. In addition, Microsoft 365 is free to ASU Students)
7. Smartphone or other mobile device that can download apps.

Please inform the instructor if any of the above present a hardship for you. ASU may have some resources to help students in need.

Technical Support

You have access to 24/7 technical support. It is recommended to use Chrome when accessing Canvas.

Internet Outage Plan

Network and internet outages are never expected. Be prepared and have a plan in case you find yourself without internet.

Campus Network Outage and Technical Support

When access to Canvas is not available for an extended period of time (greater than one entire evening) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by 11:59pm).

To monitor the status of campus networks and services, please visit the System Health Portal (http://syshealth.asu.edu/).

Technical Support

This course uses Canvas to deliver content. You can access Canvas through your MyASU portal.

To contact the help desk you have two options:

- For immediate assistance, call ASU at 1-855-278-5080.
- Visit the ASU Experience Center (https://uto.asu.edu/experiencecenter) to get personalized support through 24/7 live chat or by submitting your request online (https://my.asu.edu/service).

For more information on Canvas the following resources are suggested:

- Canvas Course Tour Video
- Canvas Student guide
- Digital Portfolios Help Resources
- Library Resources for Students
- Best Practices for Setting Course Notifications
- Canvas Student App - Download through Google Play (Android) or the App Store (iOS)
    - Android Guide

○ iOS Guide

Other useful links

○ Undergraduate Academic Advising
○ ASU Email Guide
○ ASU Wireless Network

Add/Drop/Withdraw

Access the University Registrar page for information on grades, the academic calendar, and add/drop/withdrawal options among other things. NOTE: if you are considering withdrawing, please check with financial aid as it may be impacted by a withdrawal.

Student Success Tips

Time Management

Your success in this class depends greatly on the time you spend on independent study and completion of assignments. In general, expect to spend a minimum of **3 hours** for **each** credit hour **per week** studying outside of class. So, for a 3-credit class set aside 9 hours per week for just that one class. Add on extra time around mid-terms and finals. How much time does that leave you for work, relaxation, and other commitments? Here are some resources to help you get organized and create a study plan.

Calculate Your Available Study Time

Discover How Many Hours You Should be Studying

Study Techniques

It's important that you attend all classes and complete all assignments to be successful in your college career. To support this, you should take a look your study habits. Consider *where*, *when,* and *how* you study. For example, trying to read a complex paper in a loud coffee shop may be too distracting for you to really understand the material. Waiting until the last minute to write a paper rarely yields good results. Take a look at the guide provided below for more suggestions to optimize your study time.

Guide for How to Study in College

Active Reading

You will have to read a lot throughout your degree! It's common practice to highlight content as you read it to help remember it. Studies show, however, that this is not as effective as previously thought. A much better way to help you process and retain the information is to write down the important points and quiz yourself as you read. This is known as "active reading." Download the handout provided below to get started on this simple technique that can help you from day one at ASU.

Active Reading Technique Guide

Available Academic Resources

ASU has a wealth of resources to enable your success. Access the University Academic Success Programs website for information on the writing center, tutoring, supplemental instruction, graduate academic support and more.

Academic Integrity

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The ASU Student Academic Integrity Policy is strictly enforced for students found in violation. Read more about this policy in the **ASU Policies** section.

ASU Student Resource on Academic Integrity

Use of Generative AI is Generally Permitted Within Guidelines

Artificial Intelligence (AI), including ChatGPT, are being used in workplaces all over the world to save time and improve outcomes by generating text, images, computer code, audio, or other media. Use of AI tools is generally welcome and even encouraged [***N.B.:*** This could say *required* in some instances] in this class with attribution aligned with disciplinary guidelines. AI tools might be employed to brainstorm, draft, edit, revise, etc. I will provide examples of how to properly cite use. Any submitted course assignment not explicitly identified as having used generative AI will be assumed to be your original work. Using AI tools to generate content without proper attribution will be considered a violation of the ASU Academic Integrity Policy, and students may be sanctioned for confirmed, non-allowable use. If at any point you have questions about what is permitted, contact the instructor to discuss *before* submitting work.

Mental Health

Students may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These emotional health concerns or stressful events may diminish academic performance and/or reduce the ability to participate in daily activities. ASU Counseling Services provides counseling and crisis services for students who are experiencing a mental health concern. Any student may call or walk-in to any ASU counseling center for a same day or future appointment to discuss any personal concern. ASU's dedicated crisis line is available 24/7 for crisis consultation by calling 480-921-1006.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these are required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this, please contact your instructor.

ASU POLICIES

[ASU Academic Policies](#) – January 6, 2020

University Excused Absences

Accommodation for Religious practices in accordance with [ACD 304-04](#)

The university community should, in all its activities, be sensitive to the religious practices of the various religious faiths represented in its student body and employees. Faculty are asked to recognize the obligations of their students who may be participating in the observance of religious holidays. Students should notify faculty at the beginning of the semester about the need to be absent from class due to religious observances.

Missed class due to University-sanctioned activities in accordance with [ACD 304-02](#)

Students who participate in university-sanctioned activities that require classes to be missed, shall be given opportunities to make up examinations and other graded in-class work. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence.

Disability Accommodations:

Reasonable accommodations are determined on a case-by-case, course-by-course basis to mitigate barriers experienced due to a disability ([SSM 701-02](#)). Students with disabilities who require accommodations must register with the [Student Accessibility and Inclusive Learning Services](#) and submit appropriate documentation. It is recommended students complete this process at the beginning of the term and communicate as appropriate with their instructor.

- *Email: [Student.Accessibility@asu.edu](#)*
- *Phone: (480) 965-1234*
- *FAX: (480) 965-0441*

Academic Integrity and Student Code of Conduct:

ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures](#), the [Computer, Internet, and Electronic Communications Policy](#), the [ASU Student Academic Integrity Policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Anyone in violation of these policies is subject to sanctions.

Academic Integrity

Academic honesty is taken very seriously. While interaction among students is encouraged, students are expected to adhere to the [ASU Student Academic Integrity Policy](#). Plagiarism of any kind will not be tolerated. Students must properly cite sources used for assignments. Students must take exams independently without assistance from others. Students may not submit papers written by persons other than themselves. Students must submit original work for this course and may not submit papers previously submitted to another class. Consequences of non-compliance can be significant, including: failing the assignment or course, receiving a permanent "XE" grade for the course, removal from a major or program of study, expulsion from the university, among others.

The [ASU Student Academic Integrity Policy](#) lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

1. *Cheating on an academic evaluation or assignment.*
2. *Plagiarizing.*
3. *Academic deceit, such as fabricating data or information.*
4. *Aiding academic integrity policy violations and inappropriately collaborating.*
5. *Falsifying academic records.*

Information on the Academic Integrity procedure within the College of Health Solutions can be found at https://catalog.asu.edu/policies/chs.

Student Code of Conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The Office of Student Rights and Responsibilities reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Disruptive or Violent Behavior

In the classroom and out, students are required to conduct themselves in a manner that promotes a safe environment that is conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104-02 of the Student Services Manual, available at http://www.asu.edu/aad/manuals/ssm/ssm104-02.htm. Be advised that an instructor may withdraw a student from the course when the student's behavior disrupts the educational process per Instructor Withdrawal of a Student for Disruptive Classroom Behavior (http://www.asu.edu/aad/manuals/usi/usi201-10.html).

Statement about Inclusive Excellence and Health Equity

 The College of Health Solutions has a mission to improve the mental and physical health of our larger and immediate communities by better understanding the challenges that individuals and populations face, while striving to be part of the solution. The college is committed to the idea that every member of our society should have the opportunity for good health and wellness throughout their lifespans. In an effort to actualize this ideal, we embrace and support inclusive excellence in everything we do, including teaching, research, service and clinical practice.

 Learn more about the College of Health Solutions' commitments to inclusive excellence at https://chs.asu.edu/about/inclusive-excellence

Prohibition Against Discrimination, Harassment, & Retaliation

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services is available if you wish discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, https://goto.asuonline.asu.edu/success/online-resources.html.

Copyright

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. For more information, see the Computer, Internet, & Electronic Communications Policy at http://www.asu.edu/aad/manuals/acd/acd125.html

The course syllabus and all other class materials (slide presentations, handouts, assignments, digital recordings, exams, quizzes, etc.) are intellectual property of Arizona State University and are not to be publicly distributed or otherwise commercialized since these materials are copyright protected. Such materials are for sole use in that designated semester. It cannot be used in any other form unless via a written statement of approval from the instructor. Commercial note taking services are prohibited in accordance with ACD 304-06 available at http://www.asu.edu/aad/manuals/acd/acd304-06.html

Information in this syllabus, other than grade and absence policies, is subject to change with reasonable advance notice. Please consult Canvas regularly.