



The University of South Dakota School of Health Sciences
HSC 460- Leading Change
Credits: 3 credits
Semester: Summer 2017

HSC 460-Leading Change

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The Department of Health Sciences supports *inclusivity* -the state of all-embracing that is culturally attune, and which incorporates the needs and viewpoints of diverse communities to create an environment that feels welcoming to everyone, and where each individual feels he/she is valued.

Course Description

Classroom and self-directed learning activities foster the development of core knowledge, skills, and values that support the development of leadership skills. Entrepreneurial thinking is explored. The course provides an introduction to the basics of developing a health business plan. Students will demonstrate a personal assessment of program competencies through the Health Sciences Major Portfolio.

Rationale

Three basic principles are involved in leadership development:

Knowing: You must know – yourself, how change occurs, and how and why others may view things differently than you do.

Being: You must be – ethical, principled, open, caring and inclusive.

Doing: You must act – in socially responsible ways, consistently and congruently, as a participant in a community, and on your commitments and passions” (p. 5-6).

Source: Komives, S., Lucas, N., & McMahon, T.R. (2007). *Exploring leadership for college students who want to make a difference*. San Francisco, CA: John Wiley and Sons.

Course Prerequisites

This is a capstone course, which means it is one of the last classes you should be taking... The majority of required course have all had coursework that leads to your final HSC Portfolio...therefore they must be taken prior to taking this class in order to be successful! All coursework required for student’s chosen pathway, with the exception of HSC 440 which may be taken concurrently.

Required Textbooks

Book 1

Dye, C., Garman, A. (2015). *Exceptional leadership: 16 critical competencies for healthcare executives*. Chicago: Health Administration Press. ISBN-13: 978-156793675

Book 2

Stein, S. et al. (2013). *The Student EQ Edge: Emotional Intelligence and Your Academic and Personal Success*

ISBN: 9781118094594

Book 3

Stein, S. et al. (2013). *The Student EQ Edge: Emotional Intelligence and Your Academic and Personal Success; Student Workbook*

ISBN: 9781118094600

Book 4 (Recommended or some valid APA source)

American Psychological Association. (2010). *Publication manual of the American psychological association* (6th ed.). Washington, D.C.: American Psychological Association.

ISBN: 1433805618

Learning Outcomes

Upon completion of this course the students will be able to:

1. Differentiate between leadership and management.
2. Identify the types of leaders needed in the healthcare field
3. Explain the importance of leadership and its contribution to an organization.
4. Recognize that values are a primary contributor to great leadership performance.
5. Summarize the three social needs that underlie our personal values.
6. Discover personal values and approaches to leadership,
7. Discuss the importance of relationships in the leadership process.
8. Distinguish emotional intelligence as the critical factor in developing and maintaining healthy, effective relationships.
9. Apply leadership knowledge and skills to interpret data presented in case studies.
10. Examine components of entrepreneurship.
11. Demonstrate a personal assessment of program competencies through the Health Sciences Major Portfolio.
12. Identify and discuss the basic concepts for developing a health business plan.
13. Apply organizational change knowledge to influence change in health care and practice as a change agent.

Program Outcomes: HSC 460 is designed to assist the student in developing the following outcomes of the intended eight end-of-program outcomes for the Health Sciences major:

Communication Professionalism Valuing Leadership Problem-solving

Technology Requirements

1. **Internet browser:** All students must use Firefox as their internet browser to use USD's student email system. To download please visit: <http://link.usd.edu/3749>
2. **Information Technology Services (ITS):** The ITS Help Desk provides prompt, knowledgeable and courteous computing support services.
 - a. ITS Help Desk is located in the I.D. Weeks Library, Room # 104.

The Help Desk hours are as follows:

Walk-In Support Hours		Email/Phone Support Hours	
Monday - Thursday	8:00 AM - 7:00 PM	Monday - Thursday	8:00 AM - 9:00 PM
Friday	8:00 AM - 5:00 PM	Friday	8:00 AM - 5:00 PM
Summer/Holiday Hours			
Monday - Thursday		7:30 AM - 7:00 PM	
Friday		7:30 AM - 5:00 PM	

- b. The ITS Help Desk can be reached by phone at 605-677-2028, or toll-free @ 877-225-0027. Submit your request online to the following E-mail: helpdesk@usd.edu
- c. ITS Technology Policies: ITS Technology Policies can be found on the University Portal:

https://myu.usd.edu/uPortal/render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=8

3. **Desire2Learn - D2L:**

Desire2Learn (D2L) is a course management system that is used by all South Dakota Board of Regents Universities. The Department of Health Sciences faculty uses D2L for all coursework, whether it is delivered on or off-campus. All coursework materials are provided within the D2L course and are available electronically to students 24/7. All course communication is facilitated within D2L including lecture notes, slides, assignments, drop-box submissions, and grades. For more information on using D2L please visit the portal: <http://link.usd.edu/1048>

The following information about D2L is from the SD Board of Regents Welcome Page:

Welcome to the South Dakota Board of Regents (BOR) Desire2Learn (D2L) portal- the entryway to all of your online course materials. This portal offers you the opportunity to view course offerings from all six of the Regental universities in one session. Please log in to view your courses and take some time to familiarize yourself with the D2L Learning Management System.

Your D2L login is the same as your WebAdvisor login.

Contact your university Help Desk if:

- A. Your D2L and WebAdvisor usernames are NOT the same, or
- B. You have difficulty logging in

Students: Please be aware that due to BOR policy you will not have access to your courses until the first day of the semester. Please conduct a System Check of your computer before you log in.



Copyright © 2012 Desire2Learn Incorporated. All rights reserved.

4. **Turnitin:** The Department of Health Sciences requires all writing assignments for the Health Sciences Major to be submitted to Turnitin to check for plagiarism. For your convenience, TurnItIn has been integrated directly into the D2L Dropbox tool.

5. **Collaborate:** Collaborate is the web-conferencing tool that is available for use by the campus community at The University of South Dakota. For an orientation guide please visit: <http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0>

Department of Health Sciences Policies

Student Accountability:

It is the responsibility of the student to know and to adhere to the policies, procedures, and deadlines of the University and the Department of Health Sciences.

Academic Accommodations

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. For information, contact:

Ernetta Fox, Director, Disability Services 605-677-6389
Room 119, Service Center
University of South Dakota campus, Vermillion, SD
www.usd.edu/ds or dservices@usd.edu

Professional Standards of Conduct:

Professional conduct is expected of every student enrolled in Health Sciences coursework, whether he/she is a declared major or not. Professional conduct is evidenced in behaviors which represent:

1. Ethical conduct
2. Integrity and honesty
3. Accountability
4. Respect for oneself, others and the rights of privacy and confidentiality
5. Appearance and communication consistent with a professional.
6. Respectful behavior in interpersonal relationships with peers, superiors, clients, and their families
7. Punctual attendance at all department scheduled activities and adherence to deadlines set by the faculty

Professional Behaviors Grade

Students in the Department of Health Sciences are expected to exhibit professional behavior. Evaluation of professional behaviors is incorporated into final course grading. Professional behaviors include but are not limited to: honesty, integrity, accountability, attendance, participation, professionalism, communication, teamwork, leadership and completion of all course assignments.

- The final course grade may be reduced by up to 15% of the total points earned for behavior that is not consistent with that expected of a professional person.

- A student who fails to exhibit professional behaviors may be dropped from the course, based on the discretion of the instructor.
- A student may be dismissed from the department for unprofessional behavior at the recommendation of the Health Sciences faculty team.

Class Attendance Policy

All students are expected to attend class in a timely manner having read and prepared assigned materials prior to class time. Attendance and active participation models that of the professional healthcare provider. It is important for you to take responsibility for participating online and in class discussions. Failure to show up and participate hurts your learning and the experience of other students. Therefore, your attendance and active participation in the course is required. **Missing a class** is not acceptable and no make-up classes or assignments will be allowed unless you have written justification from a department chair or faculty advisor or received written permission from the instructor **prior** to the class.

Assignments

All work must be submitted by the required date and time. No credit will be earned for exams or papers that are turned in after their deadlines. In addition, the final course grade may be reduced by 15% of the total points earned.

Cheating and plagiarism policy

The School of Health Sciences considers plagiarism, cheating, and other forms of academic dishonesty contrary to the objectives of higher education. The School of Health Sciences supports the imposition of penalties on students who engage in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook.

Cheating

Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise (Student Conduct Code). At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:

- a. Given a zero for that assignment.
- b. Allowed to rewrite and resubmit the assignment for credit.
- c. Assigned a reduced grade for the course.
- d. Dropped from the course.
- e. Failed in the course.

Plagiarism

Plagiarism is defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise (Student Conduct Code). No credit can be given for a dishonest assignment.

- a. First offense in the department: 20 percent grade reduction with resubmission if educational activities are completed.
- b. Second offense in the department: grade of 0 on the ASSIGNMENT with no opportunity to resubmit and be reported to student rights and responsibilities.
- c. Third offense in the department: grade of F in the COURSE with no opportunity to resubmit and report to student rights and responsibilities

Self-Plagiarism

- a. Students may not submit academic work or portions of the academic work for which academic credit has already been received to use towards meeting current course requirements without prior permission from the instructor of the course in which they are currently enrolled.
- b. Submitting an assignment or portions of an assignment for which you have already received credit will result in a grade of 0 unless you have received prior permission from the instructor.

VAIL (Virtual Academic Integrity Laboratory) Tutor

- a. The completion of Vail Tutor is required once per academic school year with a minimum score of 90%.
- b. The tutor is available at <http://www.umuc.edu/current-students/learning-resources/academic-integrity/tutorial/interactive.html>. The tutor consists of 4 modules:
 - Module 1: Understanding Academic Integrity, Plagiarism, and Cheating
 - Module 2: Understanding How to Avoid Plagiarism: tips and Strategies
 - Module 3: Documentation Styles: When and How to Use them
 - Module 4: Plagiarism Policies
- c. There is a quiz at the end of the tutorial that covers all four modules. After completing and scoring the quiz, your Report of Successful Completion will be available to you. You may retake the quiz as often as needed to achieve the required score. Once you have received the required score, you will need to copy or print and scan your Report of Successful Completion and save. You will then submit the saved Report of Successful Completion to the drop box for this assignment

Electronic Communication:

1. Students are required to activate their USD email accounts. All formal email communication between university personnel, the Dean's Office, department Chair and staff will occur via the university email system. Students are responsible for checking for email messages on an ongoing basis.
2. All formal electronic communication between the department faculty and student will occur via the D2L communication system. You can forward D2L Email to your USD Email account by following these instructions:
 - i. From the My Home page in D2L click on Course Mail at the top – this will take you to your course mail.
 - ii. Click on Settings and Scroll down to Forwarding Options.

- iii. Select the box next to Forward incoming messages and type in the email address you want the messages forwarded to.
 - iv. You can then select how you want the message forwarded (Ex. Forward and mark unread).
 - v. Click save
3. Understand that you cannot respond to an email sent from D2L in your USD email. You will still need to respond to the email through D2L.
4. For more information on using D2L please visit the portal: <http://link.usd.edu/1048>



IMPORTANT: All students should have the ability to submit written assignments as Microsoft Word 2003 or later documents (.DOC or .DOCX) regardless of the brand of computer used. The **student is responsible** to validate that their assignment was confirmed as submitted to the D2L drop box. Additionally the **student is responsible** to verify that their assignment was in a form accepted by the plagiarism program Turnitin. The instructor will use the comment and proofing features available in Turnitin.

Instructional Methods, Activities, and Evaluation

The following instructional methods and activities will be employed:

- Course Readings: Text book and readings posted in the Module Lessons in D2L.
- Module Lessons: This course has three units, broken down into learning modules. Each learning module will contain the following
 1. Module Overview, Course Learning Outcomes, and Module Learning Objectives: The course learning outcome(s) associated with the module as well as the corresponding module objectives will be indicated. A module overview will also be provided.
 2. Required Readings, Presentations, and Supplemental Resources: The required readings will include text book and/or resources provided for you. Presentations may include narrated video, online video, or power point presentations provided as PDF files. Supplemental resources are not required reading but may be helpful in completing your writing assignments and for your future career reference.
- In Class Activities and Assignments: In class activities and assignments will include lecture, case studies, class discussion, video clips, and presentation.
- **The following evaluation methods will be employed: drop box assignments that include individual work, team work, and group work to complete project based assignments. You will complete the Health Science's Program Outcomes Reflection.**

COURSE LEARNING OUTCOMES	MODULE	ASSESSMENTS
Differentiate between leadership and management.	Module 1	Leadership Case Study; Team work, Peer Evaluation an Reflection
Identify the types of leaders needed in the healthcare field	Modules 2, 3, 4, 5	Leadership Case Study; Team work, Peer Evaluation an Reflection
Explain the importance of leadership and its contribution to an organization.	Modules 2, 3, 4, 5	Leadership Case Study; Team work, Peer Evaluation an Reflection Workbook Activities
Recognize that values are a primary contributor to great leadership performance.	Modules 2, 3, 4, 5	Leadership Case Study; Team work, Paper Workbook Activities
Summarize the three social needs that underlie our personal values.	Modules 2, 3, 4, 5	Leadership Case Study; Team work, Paper Workbook Activities
Discover personal values and approaches to leadership,	Modules 2, 3, 4, 5	Leadership Case Study; Team work, Peer Evaluation an Reflection Paper Workbook Activities
Discuss the importance of relationships in the leadership process.	Modules 2, 3, 4, 5	Leadership Case Study; Team work, Peer Evaluation an Reflection Paper Workbook Activities
Distinguish emotional intelligence as the critical factor in developing and maintaining healthy, effective relationships.	Modules 2, 3, 4, 5	Leadership Case Study; Team work, Peer Evaluation an Reflection Paper Workbook Activities

Apply leadership knowledge and skills to interpret data presented in case studies.	Modules 2, 3, 4, 5	Leadership Case Study; Team work, Peer Evaluation and Reflection Workbook Activities
Examine components of entrepreneurship.	Module 6	Mini-Business Plan
Demonstrate a personal assessment of program competencies through the Health Sciences Major Portfolio.	Module 10	Health Sciences Program Outcome Portfolio
Identify and discuss the basic concepts for developing a health business plan.	Module 6	Entrepreneurship project
Apply organizational change knowledge to influence change in health care and practice as a change agent.	Modules 7, 8, 9	Leading Change Project (Team Work), The Change Form (Team Work), Peer Evaluation, and Reflection Paper

The following evaluation methods will be employed: drop box assignments that include individual work, team work, and group work to complete project based assignments. You will complete the Health Science's Program Outcomes Reflection.

Grade Assignment

- **Assignment and Course Completion**
 - Any course assignments that are not submitted by the established deadline will result in a grade of **zero (0)** for the assignment. Failure to turn in an assignment places you at risk for the additional 15% deduction of your final percent grade. (see bullet on professional behavior grading)

- Students must earn a final grade of a ‘C’ or higher in all HSC prefix courses for satisfactory completion of the major.
- No extra credit can be earned in any HSC prefix course.
- The grading scale used for all HSC prefix coursework is:

Grade A	90 – 100%	or	900 – 1000 points
Grade B	80 – 89%	or	800 – 899 points
Grade C	70 – 79%	or	700 – 799 points
Grade D	60 – 69%	or	600 – 699 points
Grade F	59% and below	or	500 – 599 points or below

- A maximum of 1000 points can be earned in this course.
- Grades will be posted in D2L.
- All course assignments including exams are due at the scheduled time and date indicated. All work must be submitted by the required date. A grade of 0 will be assigned for any assignment submitted after the due date and time. Exceptions will be made only in extreme situations. In such circumstances, written justification from a department chair or faculty advisor or written permission from the instructor **PRIOR** to the due date of the assignment is required.
- All writing assignments will be submitted to Turnitin® for a plagiarism check in a format accepted by Turitin through assignment submission in D2L.
- **Professional Behavior Grading:**
Students in the Department of Health Sciences are expected to exhibit professional behavior. Evaluation of professional behaviors is incorporated into final course percentage grade. A maximum of 15% or one letter grade may be deducted from the course grade. A student may be dropped from the course for unprofessional behavior. A student may be dismissed from the department for unprofessional behavior. Professional behaviors include but are not limited to: honesty, integrity, attendance, participation, professionalism, communication, teamwork, leadership, and completion of **all** course assignments.
- Students will earn their grades by their performance on assignments listed below. Extra credit is not offered in this course. Following is a specific breakdown of the assignments and points for the class.

Unit	Assignment	Point Value	% Grade
VAIL Tutorial Certificate		5	0.5%

HSC Handbook Acknowledgement		5	0.5%
Unit 1	EQ Work Book Activities and EQ Self-development Plan (Sections One to Five)	250	25%
	Case Studies in Leadership Discussion (Team Work)	100	10%
Unit 2	Mini-Business Plan	90	9%
	Unit 2: Leading Change Project (Team Work)	200	20%
Unit 3	Health Sciences Program Outcome Portfolio Assignment	250	25%
Discussion Boards (4)		100	7.5%

General Course Requirements and Expectations

The South Dakota Board of Regents defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. To that end, as this is a three credit-hour course, **students should expect to invest around nine hours per week in the course.**

Your Instructor and This Course

Communicating With the Instructor...

Please use the D2L e-mail system to communicate with your instructor. You should check your USD e-mail at least every other day. Individual appointments can be scheduled if needed by contacting the instructor. **Note: please do not use the pager tool or e-mail in D2L to contact me.**

Class Policies

1. **Academic Appeals Policy.** This policy governs academic disputes involving students. Such disputes most commonly arise as a result of student dissatisfaction with assigned grades, but students may also invoke the standards and procedures provided under this policy to challenge academic responses to instances involving alleged student academic misconduct or to challenge other decisions, justified on academic grounds, that affect their participation in or completion of university academic programs. Students who wish to challenge disciplinary actions taken after findings of academic misconduct must proceed under Board Policy No. 3:4. The South Dakota Board of Regents policies and procedures for Academic Appeals can be found online at <http://www.usd.edu/policies/upload/Academic-Appeals.pdf>.

- 2. Freedom in learning.** *Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean to initiate a review of the evaluation.*
- 3. Academic Accommodations.** Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. For information, contact:
Ernetta Fox, Director, Disability Services
Room 119, Service Center
University of South Dakota campus
Vermillion, SD
605-677-6389
www.usd.edu/ds or dservices@usd.edu
- 4. Cheating and plagiarism policy.** The School of Health Sciences considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The School of Health Sciences supports the imposition of penalties on students who engage in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook. Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise (Student Conduct Code). Plagiarism is defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise (Student Conduct Code). No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:
- Given a zero for that assignment.
 - Allowed to rewrite and resubmit the assignment for credit.
 - Assigned a reduced grade for the course.
 - Dropped from the course.
 - Failed in the course.

Self-Plagiarism Policy: Students may not submit academic work or portions of the academic work for which academic credit has already been earned without prior permission from the instructor of the course. Submitting an assignment or portions of an assignment for which you have already earned. Credit will result in a grade of 0 unless you have received prior permission from the instructor.

5. **Class Attendance Policy.** All students are expected to attend class in a timely manner having read and prepared assigned materials prior to class time. Attendance models that of the professional health care provider and is handled in a similar manner. Consistent attendance is needed to develop a strong sense of community in our classroom, and to foster a healthy sense of class participation. It is important for you to take mutual responsibility for participating in class discussion. Failure to show up and participate hurts your learning plus hurts the experience of other students. **Missing a class** is not acceptable and **no** make-up classes or assignments will be allowed unless you have written justification from a department chair or faculty advisor or received written permission from the instructor **prior** to the class. Your attendance and active participation in the course is required.
6. **Assignments.** All course assignments including exams are due at the scheduled time indicated in the course schedule. All work must be submitted by the required date. A grade of 0 will be assigned for any assignment submitted after the due date and time. Exceptions will be made only in extreme situations. In such circumstances, written justification from a department chair or faculty advisor or written permission from the instructor **PRIOR** to the due date of the assignment is required.
7. **When I have a question, who should I contact?**
E-mail/ Login/Password Issues
USD Help Desk at (605) 677-5028 or helpdesk@usd.edu
D2L Issues
USD Help Desk at (605) 677-5028 or helpdesk@usd.edu
Computer Issues
USD Help Desk at (605) 677-5028 or helpdesk@usd.edu
Class or Content Issues
Contact the instructor via USD e-mail.

***** All Information on this syllabus may be subject to modification at the discretion of the instructor.**