

**SYLLABUS: HLTH 5363****Course Information**

Course: HLTH 5363 - 01 – Leadership in Health Promotion
Term: Spring 2018
Meeting time: on-line
Instructor: Dr. Bill Hyman
Telephone number: 936-294-1212
Email address: bhyman@shsu.edu
Office hours: Mon, Tu – 8:30 – 9: 30
Office location: 452 H CHSS Building

Course Description

This course is designed for the individual who will assume some type of supervisory and/or leadership position in health promotion. The course's focal point involves exposure to administrative skills required of those who serve in a leadership capacity.

Prerequisites

Graduate standing.

Textbook and/or Resource Material

Managing the Public Health Enterprise Baker, Menkens, Porter
Jones and Bartlett – ISBN 978-0-7637-6382-4

Course Objectives

Leadership in Health Promotion	<i>Course Objectives</i>
	<i>By the end of the course, you should be able to:</i>
1.	Identify the qualities of effective leaders and managers.
2.	Determine your personal leadership style and readiness to lead.
3.	Develop a plan for being an effective leader.
4.	Describe and apply the most effective principles behind managing people
5.	Describe various duties of the manager in public health programs.
6.	Explain the role of various communication avenues to leadership and management, and
7.	Anticipate and plan to address barriers to effective leadership and management.

Course Topics, Readings, Assignments and Dates

Module	Topic	
1	Leading vs. Managing; Leadership Styles; Motivation to Lead	
1	Leading People: Team Building; Interviewing; Employee Engagement; Diversity	
1	Developing Working (and civil) Workplace Relationships; Time Management; EQ	
2	The Importance of Community Partnerships	
2	Selecting and Fostering Effective Partnerships	
2	Teaming with Public Health Officials	
3	Communication Essentials: Effective Meetings; Presentation Skills	
3	Information Management; Web Communication	
3	Difficult Conversations	
4	Business Principles: Revenue Generation; Grant Writing; Fundraising	
4	Business Process Improvement	

Grading

Module Assignments (4 @ 30)	120 PTS	A = 200-220
Book Report	40 PTS	B = 178-199
Interview/Research Paper	40 PTS	C = 160-177
Discussion Boards	20 PTS	F = < 160
TOTAL POINTS AVAILABLE		220 PTS

MODULES

Four modules will be posted in Blackboard according to the course calendar. Each module will consist of a set of related assignments. Complete each assignment as one Microsoft Word document and attach it as a local file. All parts of the assignment, including the abstract, must be submitted **as one document**, with the sections of the module separated by headings. There will be several chapters from the text as assigned reading. As the course content relies heavily on the material in the textbook, it is very important that you read each chapter if you are to learn all you can about managing health programs. As soon as I can get the modules graded, I will submit the numerical grade into the grade book. Each student is fully responsible for submitting each module in its entirety by the posted due date.

ABSTRACTS

One journal article abstract will be included with each module. The article should address the management/leadership topic being covered in the current module. Articles should come from professional journals (2014 or later). The abstracts should be one typed page and should be referenced in APA style (http://www.shsu.edu/~wctr/handouts/APA_references.pdf). A visit to the University Writing Center at <http://www.shsu.edu/~wctr/> may be helpful. Summarize the content of the article and provide a personal reaction/ critique/perspective. Abstracts are to be submitted as the last component of each module, separated with a heading giving the abstract title and reference.

MAJOR PROJECTS

Book report:

Each student will read and report on a leadership book. The report should review any book that purposes to teach basic leadership principles. A list to get you started can be found in the external links, but your book certainly does not have to be on that list. Be sure to select a book that you can read and create your report on by the due date. The report should be approximately three pages in length (double-spaced). The paper should include the major principles that you learned about leadership as well as some specific examples of how you can apply these principles to your leadership or management position.

Choose ONE of the following: Interview OR Research Paper

Interview:

Each student will interview a leader/manager of a health related organization, agency, or program. The interview should help you identify what skills and competencies, challenges, and major job tasks face a health promotion manager. The best interview would be someone in a supervisory position in the health promotion area that you plan as a career. The summary and reflection of the interview should be approximately three pages in length (double spaced).

Research Paper:

Each student will select a leadership/management topic in which they would like to become an “expert” and submit a research paper on that topic. The paper should present a current issue in the field of health promotion leadership using the latest research and data available. It should cover current trends related to the topic and what the latest literature indicates are best practices for leaders and managers. It should conclude with personal application of the concepts to your current or future position as a leader or manager in the health field – in other words, how will you use the information that you researched for your paper. The paper should be approximately four pages (double spaced) in length and fully referenced in APA style. Feel free to use the assistance of the SHSU writing center.

DISCUSSION BOARDS

Some modules will include a discussion board. We will begin the semester as one big group. We may break into two smaller groups later in the semester. For some modules, I will post a question for discussion. You will need to answer by replying (approximately one paragraph) directly to the question by the posted deadline. You will also need to respond to two of your classmate's answers by the next posted deadline. A third response may be required as well. Your response may be to agree or disagree, share your opinion, encourage them, add to their comments, or provide any other appropriate feedback to them. Provide your honest opinion and provide some logical explanation for that opinion. Don't hesitate to disagree with someone and don't be offended if someone disagrees with you.

In summary, for most units you will be required to make at least three posts to each discussion forum. The sequence for discussion participation is:

1. I will post the questions for discussion.
2. Respond to the posted questions(s) with a new thread.
3. Respond to two of your classmates' comments.
4. I would hope that you would review your feedback and respond if you wish, but that is optional.

Rules for Discussion Groups

1. For each discussion board posted, you will be required to respond by the assigned posting date. You will then be required to re-enter the discussion and reply to at least two of your classmate's threads by the reply deadline.
2. Your responses must be thoughtful. I will be the judge of the quality of your discussion. Put some thought into what you want to say and provide support for your position. Your posting should be at least one paragraph in length and should contain substance – some real food for thought. Remember, this is a graduate class and your work should reflect a higher level of critical thinking
3. Respect each your classmate's point of view and be courteous to everyone involved in the discussion. You are free to disagree, but be mature enough to argue the point without degrading the person.
4. Also, be mature enough to allow others to criticize your position without becoming upset or offended by their differences.
5. Maintain confidentiality. Don't reveal any personal information about yourself or about anyone else that should remain private.
6. Do not include any profanity or unwholesome comments or information.

COURSE ASSIGNMENT CRITERIA

- ❑ If an assignment seems unclear, it is *YOUR* responsibility to talk to the instructor early.
- ❑ If you desire academic accommodation for a documented disability, contact the instructor ASAP.
- ❑ *Plagiarism* means using someone else's work or writing without giving credit. If you copy a paragraph, sentence or even phrase from someone else's work, you must place quotes around what you have copied and cite the author. If you borrow an idea from someone else, but don't quote them exactly, you don't need to add the quotes, but you still must cite the author. When citing an author, use either the APA style (**Hyman, 2017**) immediately after the statement. Then, in the Endnotes give the entire reference: **1. Hyman, B. (2017). Preventing Disfiguring Fishhook Injuries. Journal of Outdoor Safety; 4(2), p.3-7.** This is your warning; if you borrow without giving credit you will get zero points for the parts borrowed. If you are working on an assignment that requires all your own work (or an exam), you should not be citing other authors anyway.



Sam Houston State University Policies

Attendance and Make-up Policies

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Blackboard (Bb Statement)

Blackboard (Bb): This course will be supported via Blackboard, your online learning community, where you will interact with your classmates and with me. Within the course Blackboard site you will access the learning materials, tutorials, and syllabus; discuss issues; submit assignments; take quizzes; email other students and the instructor; participate in online activities; and display your projects.

In order to access the course material you will need to go to <https://shsu.blackboard.com> or look for Campus Tools on the top of the University's homepage. **Please do not contact your instructor with technical problems.** If you are having a technical problem with the course, review the support resources at <http://distance.shsu.edu/tech-support/>. You will need to possess the required computing technology to be successful in an online course. **Important!!!** Save your work as you go along. Nothing is more discouraging than to lose an assignment due to a computer hang ups! You may want to also make hard copies of your work to have "proof" and save yourself time and trouble!

Plagiarism Virtual Course

Plagiarism is the leading form of academic dishonesty that the Department of Population Health has to address. You are responsible for knowing what plagiarism is and how to avoid it.

End of Course Evaluation

Constructive feedback from students on course evaluations is taken very seriously at the College of Health Sciences. I am asking for your assistance in helping the Department in its assessment of courses and faculty through your participation in the evaluation of your courses. As health professionals you will one day have the responsibility to evaluate colleagues and health initiatives. The College views providing feedback on the Department's courses as part of your professional responsibility.

HSP Mission

The mission of the Department of Population Health is to foster student-centered learning for early and advanced

health professionals; to conduct applied, evidence-based research in population health; and to improve health and wellbeing through community engagement at the local and global levels.

Americans with Disabilities Act (ADA)

Any student with a disability that affects his/her academic performance should contact the Office of Services for Students with Disabilities in the SHSU Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786) to request accommodations.

Academic Integrity

According to the administration's guidelines: "All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials."

"Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, [chewing gum], using tobacco products, making offensive remarks, reading newspapers, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be referred to the Dean of Students for disciplinary action in accordance with the university policy."

The full policy for "Code of Student Conduct and Discipline" is found at the following link:
<https://www.shsu.edu/students/guide/dean/codeofconduct.html>

FERPA

The Federal Education Rights & Privacy Act requires that we advise students that by registering for this course, their SHSU assigned e-mail address will be revealed to classmates and the instructor. By continuing your enrollment in the course you acknowledge your understanding of this policy.

By enrolling in this course you agree to the following statement: "I understand that as a result of registering for this course, my SHSU/Blackboard assigned e-mail address will be revealed to classmates and the instructor."

Equal Opportunity Statement

Sam Houston State University is an Equal Opportunity / Affirmative Action Institution.

DISCLAIMER

This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change. These changes will be communicated via email or posted as announcements. If you have any problems related to this course, please feel free to discuss them with the instructor.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education.

NOTICE OF NON-DISCRIMINATION

Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

TITLE IX CONTACTS

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Sam Houston State University. While compliance with the law is everyone's responsibility at SHSU, below is a list of staff members that have primary responsibility for Title IX Compliance.

Title IX Coordinator--Jeanine Bias
Associate Dean of Students --Lowman Student Center, Suite 215
936-294-3026 or jbias@shsu.edu

LINKS TO SHSU ACADEMIC POLICIES:

- a. Class attendance policy (see [SHSU Class Attendance policy AP 800401](#)) – each faculty member is obligated to clarify her/his classroom policy regarding absences in writing to each student enrolled in class.
 - b. [Procedures in cases of Academic Dishonesty AP 810213](#) (be sure to include statement regarding plagiarism)
 - c. [Academic Grievance Procedures for Students AP 900823](#)
 - d. [Students with Disabilities AP 811006](#)
 - e. [Student Absences on Religious Holy Days AP 861001](#)
 - f. [Use of Telephones and Text Messengers in Academic Classrooms and Facilities AP 100728](#)
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