**HS 385 Course Calendar**

**Important!** Unless otherwise specified, all submissions are due no later than **11:59 p.m. U.S. Central Time** on the indicated dates.

For international students: U.S. Central Time is Universal Coordinated Time (UTC) -5 or -6, depending on whether or not [Daylight Savings Time](http://www.timeanddate.com/time/change/usa/madison) is in effect.

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| The central question driving reflective discussions and all academic & professional work throughout class from both natural & social sciences perspective is: *How does an integrative approach to health care build leadership, communication and problem solving skills for simultaneously providing culturally competent care for an ethnically and culturally diverse range of health care recipients*? |

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| **Lesson** | **Topics** | **To Dos** | **Dates (US Central Time)** |
| **Week 1**  25 May  **(F2FCPS233 &Virtual Synchronous Mtg**  **T 25 May 3-6pm)**    Syllabus Review  Course Introduction to the "Pathway of Values Based Leadership"  "Authenticity" & "Shared Vision": Module Introduction  Resume’ Speaker: 4-5pm  Career Services  SHELLY AUER  (EMPOWERMENT)    Understanding Yourself & Others: Character & Personal Values  (AUTHENTICITY)  Developing Cultural Competence (SHARED VISION) | | **Read:**   * Makely Preface xi; Introduction xx-xxv * READ Makely Ch. 8 pgs. 208-213; Appendix C pg. 249 * READ Makely Ch. 5 pgs. 124-137 * Canvas Module: Welcome & Course Information * Pages:   + The "Transformational, Values-based" Leadership Journey: Authenticity, Shared Vision, Empowerment & Team Learning w/embedded materials     - Borkowski Ch. 10~ Contemporary Leadership Theories     - Borkowski Ch. 1~ Organizational Behavior   + Course Information: Meet your Professor   + Syllabus & Course Calendar * Resume’ Workshop & Career Services   + News Parking Lot * Canvas Module: Authenticity * Pages:   + Leadership Assessments   + Understanding Self & Others   + Complex Roles   + A Deeper Look at YOU   + Addn’l Leadership Assessments   **Watch:**   * 3 "Platinum Rule" Videos in Icebreaker Discussion   **Complete:**   * Platinum Rule Discussion Posts (addnl beyond class conversations 5.25) * Leadership Assessments Results (See assignment) | Leadership Results: **DUE: 6/1**    Initial "Platinum Rule” Discussion Post **DUE: (Done in class,5.25) additional thoughts & responses to each other by**  Responses: **DUE: 6/1**  **Bring questions with you to class on the first day!** 😺😺😺  **Consider & Respond: Self-select or facilitator selection of groups?  Done: selected for you** |
| **Read:**   * Makely Ch. 1-3, 5 & 6 * Canvas Module: Authenticity * Pages:   + Understanding Self & Others     - SKIM    Borkowski Ch. 3,4,11 in CANVAS     - SKIM Reese & Brandt Ch. 8 &11 in CANVAS   + Review Professionalism Rubric on The "Transformational, Values-based"   + Leadership Journey: Authenticity, Shared Vision, Empowerment & Team Learning page)   + Additional Assessments   + A Deeper Look at YOU * Canvas Module: Shared Vision * Pages:   + Shared Vision for HC Providers     - Appreciating Diversity & Cultural Competence     - Microaggression awareness   **Complete:**   * Addnl Leadership Assessments (labelled: HANDBOOK “Understanding Self” Exercises & Johari Window) for *self-use* (located on understanding self & others page) |  |
| **WEEK 2**  1 June  **(F2FCPS233 &Virtual Synchronous Mtg**  **T 25 May 3-6pm)**  Complex Role & Your Role in HC  (AUTHENTICITY)    “Platinum Rule”:  Culturally Sensitive, Ethical & Professional Behavior  (SHARED VISION)          Communication for the “Professional World”    Conflict Resolution (NVC Process)  (EMPOWERMENT)    Professional Correspondence  (Cover Letters, Email & Angry Clients, Professional Development Plans {PDPs})  (EMPOWERMENT) | | **Read:**   * Makely Ch. 2 & 3 Ch. 4 pg 99-120; Ch.8 pg. 209-10;        Appendix D pg. 250 * Canvas Module: Welcome & Course Information * Page: * Canvas Module: Authenticity * Pages:   + Understanding Self & Others   + SKIM Borkowski Ch. 3, 4, 11 in CANVAS   + SKIM Reese & Brandt Ch. 8 & 11 in CANVAS   + Review Professionalism Rubric   + Additional Assessments   + A Deeper Look at YOU * Canvas Module: Shared Vision * Pages:   + Shared Vision for HC Providers     - Appreciating Diversity & Cultural Competence     - Microaggression awareness * Canvas Module: Empowerment * Pages:   + Communication for Professional Success p.2     - Assignment(s), Rubrics, Examples   **Watch:**   * Dr. Tori Lesson 1: Stereotypes & Stereotyping Videos   (Shared Vision Module)   * Resume’ Workshop Information (Welcome & Empowerment Modules)   **Complete:**   * Discussion: Dr. Tori Lesson 1: Stereotypes & Stereotyping * Working DRAFT of Resume’ using provided format | Bring computer & working DRAFT of Resume’ to class using provided prepared format prior to session **DUE: 6/1**  Initial Discussion Post: Dr. Tori Lesson 1: Stereotypes & Stereotyping   **DUE: 6/4**  Responses: **DUE: 6/7**  Addnl Leadership Results If you want to complete submit: **DUE: 6/14** |
| **Read:**   * Makely Ch. 4; Reese & Brandt Ch. 11 * Canvas Module: Empowerment * Pages:   + Communication for Professional Success p.1   + Communication for Professional Success p.2   + Professional Development Plan   + Emotional Intelligence     - Borkowski Ch. 3 & 7   + Managing Conflict     - Borkowski Ch. 4 & 12   + Coaching, Mentoring & Interviewing (SKIM LIGHTLY)   **Print:**   * **Rosenberg~ ”We can work it out” conflict resolution process**   **Watch:**   * Dr. Tori Lesson 2: Race & Racism Videos  (Shared Vision Module)   **Complete:**   * Discussions: Dr. Tori Lesson 2: Race & Racism * First Draft Leadership Philosophy (“true north” values) | First Draft: Philosophy Paper **DUE:6/11**  Initial Discussion Post: Dr. Tori Lesson 2: Race & Racism **DUE: 6/11**  Responses: **DUE: 6/14** |
| **WEEK 3**  8 June  **(F2FCPS233 &Virtual Synchronous Mtg**  **T 25 May 3-6pm)**    Correspondence “worktime” & conflict resolution practice    Building Effective Teams & Workgroups  (TEAM DEVELOPMENT) | | **Read:**   * **As needed for reference**     **Practice:**   * **Conflict resolution practice w/ peer partners (triads in class)**   **Complete:**   * Cover letter draft * Angry customer draft * Conflict resolution practice * Professional email practice | Professional Development Plan (PDP) Sections 1 & 2 “Understanding Self & Authenticity ”  **DUE:6/11**  **Draft** cover letter **DUE: 6/11**  **Draft** angry client/customer letter    **DUE: 6/11**  Email practice (entire semester w/ facilitator & classmates) |
| **Read:**   * Makely Chs. 2, 3 & 4 pgs 86-98 * Canvas Module: Team Learning * Pages:   + Teamwork & Team Development     - SKIM    Borkowski Ch. 13, 14, 15   + Collaborative Work Groups (CWGs)   **Watch:**   * Dr. Tori Lesson 3: Biocultural Approach to Illness/Wellness Videos (Shared Vision Module)     **Complete:**   * Discussions: Dr. Tori Lesson 3: Biocultural Approach to Illness/Wellness * Teams Formed for Group Work * Mt. Climbing Activity (facilitator lead) * Discussion: As interprofessional/interdisciplinary teams, how would we handle disaster management & interagency cooperation in times of crisis?? (COVID; earthquakes, tsunami, tornadoes, etc) | **Peer feedback** cover letter **DUE: 6/18**  **Peer feedback** angry client/customer letter **DUE: 6/18**  Initial Discussion Post: Dr. Tori Lesson 3: Biocultural Approach to wellness/illness **DUE: 6/18**  Responses **DUE: 6/21**  **IN CLASS** Discussion: As interprofessional/interdisciplinary teams, how would we handle disaster management & interagency cooperation in times of crisis?? (COVID; earthquakes, tsunami, tornadoes, etc)  **IN CLASS** team activities |
| **WEEK 4**  15 June | 😺“catch up” week😺 | 😺“catch up & work ahead” week😺 | 😺“catch up” week😺 |
| **WEEK 5**  22 June  **(F2FCPS233 &Virtual Synchronous Mtg**  **T 25 May 3-6pm)** | Designing, Developing, Evaluating & Offering  Educational Materials    Strategic Planning & Scenario Thinking  (TEAM DEVELOPMENT) | **Read:**   * Canvas Module: Team Learning * Pages: * Developing Education & Training Materials   + - WIDS Blooms Taxonomy     - WIDS Writing Competencies * Strategic Planning & Scenario Thinking   + - Borkowski Ch 1,7,16, &17   **Complete:**   * FINAL Resume: Professional Revision for use * Professional Development Plan Sections 2 & 3 * Begin “working draft” ~leadership philosophy analyzing & evaluating course materials from weeks 9-12 related to addressing “Shared Vision” central course question | Professional Development Plan Sections 3 & 4 (Communication & Conflict Resolution; Teamwork & Team Development)  **DUE: 6/25**  Final Resume’ **DUE: 6/25** |
| **WEEK 6 & 7**  29 June & 6 July **(F2FCPS233 &Virtual Synchronous Mtgs 3-6pm)** | 😺 “team work, catch up & work ahead” weeks😺 | **Read: PRN**    **Watch: PRN**    **Complete:**   * Final Cover letter * Final angry customer/client letter | **Final** cover letter using peer feedback  **DUE: 7/2**  **Final** angry client/customer letter using peer feedback   **DUE: 7/2** |
| **WEEK 8**  13 July  **(Virtual Synchronous Q&A**  **T 13 July**  **3pm)** | **Management:**    \*\*Personnel Management:    \*\*Project Management:  Steps & Areas   \*\*Leadership & Management:  Strategic & Operational Planning\*\* | **Read:**   * Makely Ch. 5, 6 * Canvas Module: Collaborative Class Team Learning * Pages:   + CWG Personnel Management     - HANDBOOK: Hiring & Leading PT Staff   + CWG Project Management     **Watch: Various Materials as provided on CWG pages**    **Complete:**   * Activities * Discussions * Practice (“Project Management Game”) * <http://thatprojectmanagementgame.com> * Professional Development Plan Section 5 (section 6 N/A) | All Discussions, Team & Group Activities per each CWG Class Team Learning Page **DUE:  7/16**  Professional Development Plan (PDP) section 5 (Cultural Awareness & Systems Thinking)  **DUE: 7/16** |
| **WEEK 9**  20 July | 😺“catch up” week😺 | 😺“catch up & work ahead” week😺 | 😺“catch up” week😺 |
| **WEEK 10**  27 July  **(Virtual Synchronous Content Wrap-up**  **27 July**  **3pm)** | **Leadership:**  \*\*Leadership: Quality Improvement Processes: System Re-Engineering  Six-Sigma, TQM/PDSA/Lean\*\*  \*\*Leadership:    Organizational Culture Change\*\*  \*\*Leadership & Management:  Leader as Manager\*\* | **Read:**   * Canvas Module: Collaborative Class Team Learning * Pages:   + CWG Strategic & Operational Planning     - SKIM NLC (National Learning Consortium) CQI Process document   + CWG Quality Improvement Processes     - Complete Six Sigma “White Belt” training * Canvas Module: Collaborative Class Team Learning * Pages:   + CWG Organizational Culture Change   + CWG “Leader as Manager”     - HANDBOOK~ Hiring for Excellence     - HANDBOOK~ Celebrating Success & Recognition     - HANDBOOK~ Hiring & Orientation   **Watch:** Any associated video clips associated with CWG topics    **Complete:**   * Activities * Discussions * Six-sigma white belt training * Practice: Interviewing skills | All Discussions, Team & Group Activities per each CWG Class Team Learning Page **DUE:  7/30** |
| **WEEK 11**  3 Aug | 😺“catch up” week😺 | **Complete: Any outstanding**   * Activities * Discussions | **HEADS UP:**  Paper: Leadership Philosophy  Paper: Self-Reflection: Professional Growth in Leadership Practice  **DUE: 8/6 & 8/13** |
| **WEEK 12**  10 August | Course Summary & “Final Exam” | **Complete:**   * Paper: Leadership Philosophy * Paper: Self-Reflection: Professional Growth in Leadership Practice | Paper: FINAL Self-Reflection: Professional Growth in Leadership Practice  **DUE: 8/13**  **ALL OUTSTANDING WORK DUE NO LATER THAN: 8/13** |
| **WEEK 13**  17August | 😺Your time😺 | 😺Your time😺 | 😺Your time😺 |
| Makley~ Professionalism in HC (text rental) ; HS course HANDBOOK; Borkowski online excerpts; Reese & Brandt~ online excerpts | | | |
| ***This Schedule is tentative and subject to modifications during the course of the semester.***  \*\*\****All assignments are due by "close of business" (Fridays, 11:59 pm) the week specified & replies by the subsequent Monday,11:59pm). \*\*\****  **\*\*Denotes Cooperative Work Group (CWG) Project Presentations** | | | |

***The course facilitators reserve the right to make changes to syllabi, course calendar or course content at their discretion anytime during the semester.   Any in class announcements (either verbal or written) are considered an official addendum to the syllabus. It is the students’ responsibility to know what changes have been made. It is also the students’ responsibility to check official UWSP email, and/or CANVAS frequently for course announcements.***