

Clinical & Laboratory Supervision and Assessment Course Syllabus

Course Number:	28 ALH 424 901
Credit Hours:	3.0
Class Time:	Thursdays, 5:30 – 8:10 p.m.
Instructor:	Tracy Herrmann, M.Ed., R.T.(R)
Required Text:	<i>The Effective Healthcare Supervisor</i> by Charles R. McConnell, 5 th Ed., Jones & Bartlett Publishers
Reference Text(s):	- <i>Management Principles for Health Professionals</i> by Joan Liebler & Charles McConnell, 4 th Ed., Jones and Bartlett Publishers - <i>I Make a Difference: Making the Transition from Clinician to Educator</i> by Larry Hudson, Editor, Delmar Publishers - <i>Management Skills for the New Health Care Supervisor</i> by William Umiker, 3 rd Ed., Aspen Publishers

Course Description:

The theoretical and practical aspects of integrating cognitive concepts with psychomotor skills in the area of healthcare education and practice. Includes leadership styles, methods of motivation, and basic supervisory techniques. Prereq: Permission of Instructor

Goals of the Course:

The student will:

1. evaluate the effects of transitioning from practicing professional to supervisor or instructor.
2. differentiate between the cognitive, psychomotor, and affective domains of learning.
3. create objectives and goals for student learning and employee performance.
4. identify theoretical bases for employee or student motivation.
5. determine appropriate actions for difficult supervisory situations.
6. develop leadership and supervisory skills.
7. determine the qualities necessary for a valid and effective performance evaluation system.
8. create and assess evaluation methods for student and employee performance.
9. apply regulatory requirements to healthcare education and practice.
10. develop creative problem solving and communication skills.

Evaluation:

- Group Worksheets & Problem Solutions - 30%
- Peer Participation Evaluation – 15%
- Individual Assignments - 30%
- Comprehensive Final Exam - 25%

Grading Scale:

93 - 100% = A
83 - 92% = B
73 - 82% = C
63 - 72% = D
62 - Below=F

Course Attendance and Participation Policy:

Your attendance in every class period is extremely important due to the nature of group work that will be utilized as a learning method in this course. Each student group will establish a set of rules regarding grading and attendance. Members of your group will be relying on you to be in class and to contribute to the work of the group. As in any work situation, your absence will affect those with whom you work.

Electronic Communication Policy:

It is expected that students will check their email accounts, Blackboard announcements, and Blackboard discussion boards at least three times per week on non-class days for possible announcements and discussion regarding the class. Please be sure to use only appropriate language in your communication and to sign your name on all emails.

Academic Integrity Policy:

The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university related to academic integrity will be enforced. Any violation of these regulations, including acts of plagiarism or cheating, will be dealt with on an individual basis according to the severity of the misconduct.

Special Needs Policy:

If you have any special needs related to your participation in this course, including identified visual impairment, hearing impairment, physical impairment, communication disorder, and/or specific learning disability that may influence your performance in this course, you should meet with the instructor to arrange for reasonable provisions to ensure an equitable opportunity to meet all the requirements of this course. At the discretion of the instructor, some accommodations may require prior approval by Disability Services.

Assignments:

Reasonable due dates will be provided for all assignments including group worksheets and problem solutions, peer evaluations, and individual assignments and position papers. All work must be submitted **on the announced due date by the beginning of the scheduled class time**. Electronic submissions will be accepted by the due date as needed. If you do not submit the assignment by the beginning of class on the due date, the grade will be deducted the equivalent of 20%. No late assignments will be accepted beyond 48 hours after the due date. A grade of 0 will be assigned for work that is not submitted within this time frame.

Teaching & Learning:

You will be exposed to a variety of learning experiences in this course. You will be held responsible for learning the course material. I will take responsibility for providing an appropriate environment to guide your learning and will serve as a resource for you. Some of the work in the class will be traditional in nature (lectures, discussions, etc.) and other work will be more active/participatory in nature. I will be utilizing an approach for a large portion of the course called Problem Based Learning (PBL).

Problem Based Learning (PBL) is a collaborative process where small groups work together to solve complex, real world type problems. In PBL, you and your group are responsible for identifying and researching concepts and principles as needed to progress through and solve the problems presented. Questions will be provided to guide you through the problem solving process. One group member will be required to report out to the class on a portion of each problem's solution. Any group member may be requested to report out at any time. The group worksheet provided must be submitted for each

problem in addition to the group's solution of the problem. All problems will be discussed in class in full following completion.

Peer Evaluation:

As a part of the PBL process, you will be required to assess the performance of the other members of your group. You will receive equal credit for both evaluating the other group members (utilizing constructive criticism and praise by the due date) and on the assessment of your performance by the group. An evaluation form will be provided.

Class Schedule:

WEEK	DATE	TOPIC	READINGS
#1	September 23	<ul style="list-style-type: none"> • <i>Topic</i>—Transition From Staff to Supervisor • <i>Problem #1</i>—Do I have to work in a group?...Just tell me what I need to know • <i>Individual Assignment</i>—Self Assessment 	Chapter 3 & 4
#2	September 30	<ul style="list-style-type: none"> • <i>Topic</i>—Leadership, Mentoring & Role Modeling • <i>Problem #2</i>—Staff to Supervisor-A Scary Search and Selection Scenario 	Chapter 10
#3	October 7	<ul style="list-style-type: none"> • <i>Topic</i>—Motivation & Team Building • <i>Problem #3</i>—Dress for Success • <i>Individual Assignment</i>—Goal Setting 	Chapter 11 & 23
#4	October 14 ONLINE CLASS	<ul style="list-style-type: none"> • <i>Topic</i>—Communication, Interpersonal Skills & Reinforcement • <i>Problem #3</i>—Dress for Success (Continued) • <i>Individual Assignment</i>—Communication Situation 	Chapter 9, 19, 20 & 28
#5	October 21	<ul style="list-style-type: none"> • <i>Topic</i>—Establishing Standards of Performance—Objectives & Job Descriptions • <i>Individual Assignment</i>—Objectives for Clinical or Laboratory Instruction 	Chapter 8
#6	October 28	<ul style="list-style-type: none"> • <i>Topic</i>—Clinical & Laboratory Teaching Techniques • <i>Individual Assignment</i>—Demonstration of Clinical or Laboratory Teaching 	Journal Articles Provided
#7	November 4	<ul style="list-style-type: none"> • <i>Topic</i>—Defining & Enforcing the Rules & Policies Conferencing & Counseling • <i>Problem #4</i>—The Case of the Missing Student • <i>Individual Assignment</i>—Conference Documentation 	Chapter 13 & 14
#8	November 11	Veteran's Day Holiday—NO CLASS	Chapter 8 & 9
#9	November 18	<ul style="list-style-type: none"> • <i>Topic</i>—Performance Review Methods • <i>Individual Assignment</i>—Design an Assessment Tool 	Chapter 12
#10	November 25	Thanksgiving Holiday—NO CLASS	
#11	December 2	<ul style="list-style-type: none"> • <i>Topic</i>—Managing Change & Conflict • <i>Problem #5</i>—Hospital Policy vs. Program Policy, A Student Dillema • <i>Individual Assignment</i>—Design a Problem 	Chapter 18
Exam Week	December 9	Final Exam The Final Problem--TBA	

This Syllabus is Subject to Change by the Instructor.

Updated 10/19/04