Class: Leadership Seminar (3) 10:501:450

Spring 2016

Instructor: Mr. Vincent Joseph

Room: Civic Square Building – 112

Time: Thursdays 9:50AM-12:50PM

Office Hours: Arranged by appointment and will take place at Civic Square Building Room 242

Text: The 7 Habits of Highly Effective People; Powerful Lessons by Stephen Covey

Lincoln on Leadership: Executive Strategies for Hard Times by Donald T. Phillips

Course Description

Application and synthesis of skills to analyze options, set priorities, communicate goals, and demonstrate emotional intelligence. Focus on leadership, collaboration, professionalism, and project management.

Course Overview

Successful healthcare executives must be strong leaders above all else. This course seeks to develop and enhance leadership by examining core theories, assessing various styles, and exploring the value of emotional intelligence within healthcare settings. Using case studies, hands on exercises, invited guest speakers, and continuous self-assessment, students will build key competences including team building, communication innovative problem solving, complex decision making, project management, and change management so that they will be prepared for the opportunities and challenges that a career in health administration brings.

Students will also lay the groundwork for successful career planning by developing proficiency in LinkedIn, undertaking mock interviews, and participating in other professional development activities. This course is a pre-requisite to the 501 required internship and students will investigate and procure an approved internship (6) by the end of the term.
Course Objectives: The learning objectives for this course are:

- Understand fundamental leadership theories, styles and practice
- Examine emotional intelligence and its value in leadership development in healthcare settings
- Develop and enhance team-building, strategic planning, project management, communications, and change management abilities.
- Strengthen problem solving, decision making, and goal setting functions
- Explore the importance of ethical leadership in health care delivery

Core Competencies Addressed: After completing this course, you will demonstrate an understanding of the Association of University Programs in Health Administration (AUPHA) core competencies including:

- Successful strategies to guide, direct, and assume principal responsibility in the workplace
- Methods of making organizations and individuals more adaptive and productive, in order to help organizations cope with change
- Steps and processes associated with strategic planning, as well as strategy formulation and implementation

In addition, you will be proficient in the following key learning goals of the Edward J. Bloustein School (EJB):

- Intellectual and communication skills including critical thinking, presentations, open communication, information and computer literacy.
- Ethical and professional development
<table>
<thead>
<tr>
<th>Dates</th>
<th>Topic</th>
<th>Assignments</th>
<th>Due</th>
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<tbody>
<tr>
<td>January 28th</td>
<td>Introduction and Overview of the Course – Prepare for Interview</td>
<td>Self-Assessment Quiz</td>
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<tr>
<td>February 4th (Student Lead Lecture)</td>
<td>How to be Proactive in the Workplace + 1st Interview</td>
<td>LinkedIn – Inspiring Profiles and Keywords</td>
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<td>February 11th (Student Lead Lecture)</td>
<td>Begin with the end in mind – How to implement a plan</td>
<td>Leadership Improvement Plan</td>
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<td>February 18th (Student Lead Lecture)</td>
<td>Putting first things first</td>
<td>Internship Process &amp; Growth Plan</td>
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<td>February 25th (Student Lead Lecture)</td>
<td>Think win/win and Lecture on Emotional Intelligence</td>
<td>How to find a good internship</td>
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<td>March 3rd (Student Lead Lecture)</td>
<td>Understanding and being understood</td>
<td>LinkedIn - Summary</td>
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<td>March 10th (Student Lead Lecture)</td>
<td>Synergy + Sharpen Saw</td>
<td>Business presentations &amp; Class exercises</td>
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<td>March 17th</td>
<td>Oral Presentations (Lincoln on Leadership)</td>
<td>Internship progress report</td>
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<td>March 24th</td>
<td>Proper social grace’s for the workplace How to properly and appropriately re-energize</td>
<td>Set up interviews for internship</td>
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<td>March 31st</td>
<td>8 essential items every leader must know</td>
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<td>April 7th</td>
<td>Getting the right job, Getting promoted</td>
<td>LinkedIn – Experience and Education</td>
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<td>April 14th</td>
<td>Tour of Hospital &amp; Open Forum with Professor Joseph</td>
<td>LinkedIn – Final Touches</td>
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<td>April 21st</td>
<td>Mock Interviews - Final</td>
<td>Mock Interviews</td>
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<td>April 28th</td>
<td>FINAL EXAM/LINKED IN</td>
<td>Final LinkedIn Profile Project Paper Due Self-Assessment Quiz</td>
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Guest Speakers will be presenting on a variety of marketing topics throughout the term.
**Course Assessment and Grading:** This course requires that students demonstrate both conceptual and technical proficiency in basic health care leadership (self-assessment, project and class participation) and the application of this knowledge through an integrative experience (case studies, class exercises, guest speakers).

Successful completion of self-assessment, business presentations, case studies, a leadership project/paper, LinkedIn training, mock interviews, and class participation assesses the AUPHA and EJB core competency as shown in the table below. Final grades will be calculated according to the following criteria:

10% **Self-Assessment:** Each student will undertake a self-assessment and then develop a personal development plan to strengthen leadership skills throughout the term. A progression analysis will be completed at the end of the term.

15% **Case Studies:** Student teams will introduce Lean Management and will work on a Lean Project.

35% **Leadership Projects:** A.) Student will be responsible for taking a chapter of *The 7 Habits of Highly Effective People* and present a detailed lecture on that section. B.) Student will have at least 2 sections of *Lincoln on Leadership: Executive Strategies for Hard Times* to present in Lecture Form. (10 min Presentations)

10% **Class Participation:** All students are expected to attend class and participate fully in discussions, case studies, and interactive exercises.

10% **LinkedIn profile and participation**

20% **Mock Interviews** (One Practice interview early in semester and one Final interview)

10% **Internship Site:** Each student will identify and procure an internship in an approved health care organization prior to the end of the term

**Academic Integrity:** Academic Integrity is vital to the mission of Rutgers, to education at Rutgers and membership in the Rutgers community. It is a core value that supports trusts among students, and between students and teachers. It is also a shared value; administration, faculty and students each play a vital part in promoting, securing and nurturing it.

Academic dishonesty is not an individual act that affects only the students involved. It violates communal trust, impacts other members of the community, and is an offense against scholarship. For this reason, any instance of cheating or plagiarism will be dealt with harshly.

**Attendance and Cancellation of Classes:** In accordance with Rutgers University regulations, attendance is expected at all regularly scheduled meetings of a course and individual courses may set policies for maximum absences. Please refer to the link below for more specific information:
