Course Information

Date Submitted: 4/18/2016

Current Prefix and Number: CLM - Clinical Leadership &Mgt, CLM 501 PRACTICUM IN CLM

Other Course:

Proposed Prefix and Number: CLM 501

What type of change is being proposed?

Major Change

Should this course be a UK Core Course?   No

1. General Information

a. Submitted by the College of: HEALTH SCIENCES

b. Department/Division: Allied Health Education and Research

c. Is there a change in 'ownership' of the course?   No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Jami Warren

Email: jami.warren@uky.edu

Phone: 218-0489

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: PRACTICUM IN CLINICAL LEADERSHIP AND MANAGEMENT

Proposed Title: PRACTICUM IN CLINICAL LEADERSHIP AND MANAGEMENT

c. Current Transcript Title: PRACTICUM IN CLM

Proposed Transcript Title: PRACTICUM IN CLM

d. Current Cross-listing: Same as HHS 501

   Proposed – ADD Cross-listing :

   Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

   PRACTICUM: 3

   Proposed Meeting Patterns

   PRACTICUM: 1-6

f. Current Grading System: ABC Letter Grade Scale

   Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 1 - 3 (variable)

   Proposed number of credit hours: 1 - 6 (variable)

h. Currently, is this course repeatable for additional credit? Yes

   Proposed to be repeatable for additional credit?   Yes

   If Yes: Maximum number of credit hours: 15

   If Yes: Will this course allow multiple registrations during the same semester? Yes

2i. Current Course Description for Bulletin: Students will gain practical general training and experiences in the healthcare workplace with a focus on exposure/experience in clinical leadership and management. The CLM faculty in coordination with the practicum coordinator will arrange these experiences with the site employer/personnel and develop an individualized plan for the student at each site. The plan relates the workplace training and experiences to the student's general and technical course of study.

   Proposed Course Description for Bulletin: Students will gain practical general training and experiences in the healthcare workplace with a focus on exposure/experience in clinical leadership and management. The CLM faculty in coordination with the practicum coordinator will arrange these experiences with the site employer/personnel and develop an individualized plan for the student at each site. The plan relates the workplace training and experiences to the student's general and technical course of study.

2j. Current Prerequisites, if any: Prereq: Consent of instructor.

   Proposed Prerequisites, if any: Prereq: Consent of instructor; HHS 102; student must earn a grade of C or better in previous practicum in order to re-enroll in this course.

2k. Current Supplementary Teaching Component:

   Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

   Proposed to be taught off campus? No

   If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

2

If YES, explain and offer brief rational:

5a. Are there other depts. and/or pgms that could be affected by the proposed change?   No

   If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program?   No

   If YES, list the program(s) here:

6. Check box if changed to 400G or 500:   No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?   NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components?   NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|PNASH|Phyllis J Nash|CLM 501 CHANGE Cross-List Chair Review|20151028

SIGNATURE|PNASH|Phyllis J Nash|CLM 501 CHANGE Dept Review|20151028

SIGNATURE|SRSTEW01|Sharon R Stewart|CLM 501 CHANGE College Review|20151224

SIGNATURE|JMETT2|Joanie Ett-Mims|CLM 501 CHANGE Undergrad Council Review|20160418

SIGNATURE|ZNNIKO0|Roshan N Nikou|CLM 501 CHANGE Graduate Council Review|20160512

Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate R

Attachments:

| Browse... | | Upload File |

	ID	Attachment
Delete	6023	AA Memo CLM 501 12.7.15.docx
Delete	6720	CLM 501 Syllabus revised 4-18-16.docx

First 1 Last

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

	Current Prefix and Number:	CLM – Clinical Leadership & Mgt ▼ CLM 501 PRACTICUM IN CLM ▼	*Proposed Prefix & Number:* (example: PHY 401G) ☐ Check if same as current
			CLM 501

*	What type of change is being proposed?	☑ Major Change ☐ Major – Add Distance Learning ☐ Minor - change in number within the same hundred series, except 799 is the same "hundred series" ☐ Minor - editorial change in course title or description which does n change in content or emphasis ☐ Minor - a change in prerequisite(s) which does not imply a change course content or emphasis, or which is made necessary by the elim or significant alteration of the prerequisite(s) ☐ Minor - a cross listing of a course as described above

Should this course be a UK Core Course? ○ Yes ◉ No

If YES, check the areas that apply:

☐ Inquiry - Arts & Creativity	☐ Composition & Communications - II
☐ Inquiry - Humanities	☐ Quantitative Foundations
☐ Inquiry - Nat/Math/Phys Sci	☐ Statistical Inferential Reasoning
☐ Inquiry - Social Sciences	☐ U.S. Citizenship, Community, Diversity
☐ Composition & Communications - I	☐ Global Dynamics

1.	**General Information**	
a.	Submitted by the College of: HEALTH SCIENCES	Submission Date: 4/18/2016
b.	Department/Division:	Allied Health Education and Research
c.*	Is there a change in "ownership" of the course?	
	○ Yes ◉ No If YES, what college/department will offer the course instead? Select... ▼	
e.*	* Contact Person Name: Jami Warren Email: jami.warren@uky.edu Phone: 218-0489 * Responsible Faculty ID (if different from Contact): Email: Phone:	
f.*	Requested Effective Date:	☑ Semester Following Approval OR Specific Term: ²
2.	**Designation and Description of Proposed Course.**	

a.	Current Distance Learning(DL) Status:	◉ N/A ○ Already approved for DL* ○ Please Add ○ Please Drop
	*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed chan affect DL delivery.	

b.	Full Title:	PRACTICUM IN CLINICAL LEADERSHIP AND MANAGEMENT	*Proposed Title:* *	PRACTICUM IN CLINICAL LEADERSHIP AND MANAGEMENT
c.	Current Transcript Title (if full title is more than 40 characters):		PRACTICUM IN CLM	
c.	*Proposed Transcript Title (if full title is more than 40 characters):*		PRACTICUM IN CLM	
d.	Current Cross-listing:		OR	

		☐ N/A		Currently[3] Cross-listed with (Prefix & Number):	Same as HHS !

Proposed – ADD[3] Cross-listing (Prefix & Number):

Proposed – REMOVE [3,4] Cross-listing (Prefix & Number):

e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours [5] for each meeting pattern

Current:	Lecture	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum 3	Research	Residency
	Seminar	Studio	Other	Please explain:	

Proposed: *	Lecture	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum 1-6	Research	Residency
	Seminar	Studio	Other	Please explain:	

f. | **Current Grading System:** | ABC Letter Grade Scale |
|---|---|

*Proposed Grading System:**	⦿ *Letter (A, B, C, etc.)* ○ *Pass/Fail* ○ *Medicine Numeric Grade (Non-medical students will receive a letter grade)* ○ *Graduate School Grade Scale*

g.	**Current number of credit hours:**	1 - 3 (variable)	*Proposed number of credit hours:**	1 - 6 (variable)

h.*	**Currently, is this course repeatable for additional credit?**	⦿ Yes ○ No
*	*Proposed to be repeatable for additional credit?*	⦿ Yes ○ No
	If YES:	*Maximum number of credit hours:*	15
	If YES:	*Will this course allow multiple registrations during the same semester?*	⦿ Yes ○ No

i. | **Current Course Description for Bulletin:**

Students will gain practical general training and experiences in the healthcare workplace with a focus on exposure/experience in clinical leadership and management. The CLM faculty in coordination with the practicum coordinator will arrange these experiences with the site employer/personnel and develop an individualized plan for the student at each site. The plan relates the workplace training and experiences to the student's general and technical course of study.

* | *Proposed Course Description for Bulletin:*

Students will gain practical general training and experiences in the healthcare workplace with a focus on exposure/experience in clinical leadership and management. The CLM faculty in coordination with the practicum coordinator will arrange these experiences with the site employer/personnel and develop an individualized plan for the student at each site. The plan relates the workplace training and experiences to the student's general and technical course of study.

j. | **Current Prerequisites, if any:**

Prereq: Consent of instructor.

* | *Proposed Prerequisites, if any:*

Prereq: Consent of instructor; HHS 102; student must earn a grade of C or better in previous practicum in order to re-enroll in this course.

k. | **Current Supplementary Teaching Component, if any:** | ○ Community-Based Experience

				○ Service Learning ○ Both
		Proposed Supplementary Teaching Component:		○ Community-Based Experience ○ Service Learning ○ Both ○ No Change
3.	Currently, is this course taught off campus?			○ Yes ◉ No
*	*Proposed to be taught off campus?*			○ Yes ◉ No
	If YES, enter the off campus address:			
4.*	Are significant changes in content/student learning outcomes of the course being proposed?			○ Yes ◉ No
	If YES, explain and offer brief rationale:			
5.	Course Relationship to Program(s).			
a.*	Are there other depts and/or pgms that could be affected by the proposed change?			○ Yes ◉ No
	If YES, identify the depts. and/or pgms:			
b.*	Will modifying this course result in a new requirement[Z] for ANY program?			○ Yes ◉ No
	If YES[Z], list the program(s) here:			
6.	Information to be Placed on Syllabus.			
a.	☐	Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* between under and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grac criteria in the course for graduate students. (See *SR 3.1.4*.)	

[1]See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will t appropriate academic Council for normal processing and contact person is informed.
[2]Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.
[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting gene least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1*.)
[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.
[7]In order to change a program, a program change form must also be submitted.

MEMO

December 7th, 2015

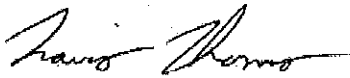**TO:** Sharon R. Stewart, Professor and Associate Dean of Academic Affairs
FROM: Travis Thomas – Chair of Academic Affairs
RE: Academic Affairs review of CLM 501- Course Change

Dear Dr. Stewart,

The Academic Affairs (AA) Committee has thoroughly reviewed Drs. Bruckner and Warren's CLM 501 proposal and the response to reviewer inquiries. On behalf of the AA committee, I recommend full approval of this course change. Please let me know if I can help clarify anything regarding this recommendation.

Sincerely,

Travis Thomas, PhD, RD, CSSD, *Chair – CHS Academic Affairs Committee (2015-16)*

CLM 501-001 (Semester XXX): Practicum in Clinical Leadership and Management (CLM)

Course Meeting Times and Locations – Students will meet formally with their instructor at least twice during the semester (at the beginning and end of the semester). Students spend the remainder of the semester engaged in experiential learning at their practicum site. In total, students spend 45 on-site hours at their practicum site per credit hour. For students enrolled in 3-credits of practicum credit, this equates to about 9-10 hours on-site per week.

Credits 1-6 and repeatable up to 15 credits
(* Pre-reqs: HHS 102; Consent of instructor; Students must earn a C or better in previous practicum in order to re-enroll in this course*)

Instructor Information:
Dr. Jami Warren
209B CTW
jami.warren@uky.edu
859-218-0489
Office hours – By appointment

Clinical Placement Coordinator: Tracey Gdovka, tracey.gdovka@uky.edu

Course Description: Students will gain practical general training and experiences in the healthcare workplace with a focus on exposure/experience in clinical leadership and management. The CLM instructor in coordination with the practicum coordinator will arrange these experiences with the site employer/personnel and develop an individualized plan for the student at each site. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences are generally unpaid.

Course Goals: The Practicum is a "real-life" oriented experience that allows students: to apply classroom principles to real work environments and to integrate the classroom knowledge with real work environments through interactions with leaders and mentors in the field; and to explore questions and engage in group problem-solving around the work experience. It asks students to assess their own collaborative leadership skills and competency development needs while exploring these practicum opportunities. Lastly, during these experiences CLM students are required to develop competency in management and leadership through analysis of observations of organizational leaders, learning and working with others, direct hands-on work, and through reflection of practicum experience.

Student Learning Outcomes: In summary, at the end of the Practicum the student will be able to:
1) Describe how the direct work experience in a health organization dealing with healthcare and management issues informs the work in which they will engage in their future career.
2) Understand and be able to analyze the environment, management and operations of a healthcare related organization.
3) Compare various roles played by and skills needed of individual leaders in a healthcare related organization
4) Identify key components of competent/skilled leadership and management.

5) Compile/extract data from the practicum experience(s) for interpretation and further analysis for use in the capstone project (if applicable).
6) Apply concepts learned from your text/in class to reflect on your practicum experience.

Text: *"Leadership in Healthcare: Essential Values and Skills* (2nd ed)." By Carson Dye (ISBN-13: 978-1567933550)

Course Structure:

Students will:

A. Meet with instructor:
1) Pre-practicum for introduction, expectations (goals) and questions related to practicum site(s).
2) Post-practicum for debriefing, reflection on experiences discussion of attained goals.
3) Individual meetings to approve a practicum project (as designed by you and your practicum site). Your project for the course should be approved by the instructor for the course.

B. Submit no later than April 28, 2016 at 5pm, a reflective paper (4-6 pages) on each practicum experience TO INCLUDE:
1. Provide a thorough description of your practicum project(s)/experience, including specific examples of activities you observed/participated in, other employees that you worked with, unique situations you observed (meetings, conflicts, etc.), and any projects you led or participated in.
2. Reflect on the goals for your practicum project and explain how it went and why you think it went that way.
3. Describe the management/leadership experience you gained, including an analysis of any other observed management/leadership styles and reflect on how those experiences have influenced you.
4. Explain how you think this experience may influence the work you'll do in your future career.
5. Please connect your experiences to at least 2 concepts from your textbook. You should cite your textbook as a source per APA format.

Format: 12 point font, 1 inch margins, double-spaced, APA format (detailed assignment sheet and grading rubric will be provided)

Evaluation/Grades - Students will be graded as follows:

1)	Preceptor contract	25
2)	Discussion Board Post	25
3)	Resume & Cover Letter	50 (25 points each)
4)	Preceptor evaluation	100
5)	Reflection paper	100

* See detailed assignment sheets and grading rubrics for all assignments in Appendix A.
** Graduate students will complete a literature review based on a leadership theory discussed in the textbook and apply it to his or her practicum experience.

6) Completion/attendance   100
   * 45 on site hours/credit hour; attendance at practicum site, at meetings with instructor, and in class when necessary*

Total points for the course: **400**

Grades	90 – 100	A (360 - 400 points)
	80 - 89	B (320 – 359 points)
	70 - 79	C (280 – 319 points)
	60 - 69	D undergraduates; E graduates (240 – 279 points)
	50 - 59	E undergraduates (239 points and below)

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/registrar/calendar).

Policies related to excused absences, cheating/plagiarism, withdrawal, incomplete, final exams, and common exams can be found in your copy of Student Rights and Responsibilities.

Course Policies

ATTENDANCE:
On site hours will be monitored by the site preceptor. The student should follow the course calendar and should follow the schedule that is established for the assigned practicum, including daily arrival and departure times. The student must notify the on-site instructor promptly in case of absences. The student is allowed two excused absence for illness or funeral. Should additional absences occur, the time must be rescheduled. The instructor must be notified if a student has more than two absences. An incomplete, "I", may be an option so that the student can make-up the days. However, an "I" will be given only when a reasonable possibility exists the student can complete the work within the allowed period of time and that a passing grade will result from completion of the work (SR 5.1.3.2). The "I" must be replaced by a regular letter grade no later than 12 months from the end of the academic term in which the grade was awarded OR prior to the student's graduation, whichever occurs first. It is entirely within the instructor's discretion to comply with or to refuse the request depending upon the particular circumstances in each case.

Excused Absences:
S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:
(a) Serious illness;
(b) Illness or death of family member;
(c) University-related trips;
(d) Major religious holidays;
(e) Other circumstances you find to be "reasonable cause for nonattendance". Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

Make-up opportunity:

When there is an excused absence, students will be given the opportunity to make up missed work. It is the student's responsibility to inform the preceptor and practicum coordinator of the absence, preferably in advance, but no later than one week after it.

Verification of Absences:
Senate Rule 5.2.4.2 states that faculty/instructors have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. This appropriate verification of an excused absence will be provided in a timely fashion (within one week) of the absence. In turn, faculty/instructors will be reasonable in accommodating claims of illness.

Submission of Assignments:
Reflection papers are to be submitted via Canvas in a .doc, .docx, or .pdf file format. Papers are due no later than December 10, 2015 by 5pm. Late and/or emailed assignments WILL NOT be accepted.

Academic Integrity
Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see http://www.uky.edu/Faculty/Senate/ for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of

someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

Classroom Behavior, Decorum and Civility:
Professional behavior is expected during the practicum experiences and if professional behavior is not practices the preceptor, after notifying the student and conferring with the instructor, may dismiss the student from the practicum site. Everyone has the right to discuss, debate, and express their opinion and the right to respectfully disagree. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or the preceptor and other students (S.R. 6.1.2) verbally. Equally, an instructor and preceptor have the right and the responsibility to ensure that all academic/clinical/worksite discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility would not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors.

Professional Preparation:
At all times, the instructor and preceptors will model what constitutes professionalism, ethical and professional behavior, and set an example for how students will conduct themselves in a professional matter. Instructors and preceptors will also express actions and forms of behavior that would be deemed unprofessional, unethical or otherwise unacceptable within the profession for which they are preparing their students if they arise.

Tentative Course Schedule

Date	Topic	Assignments Due
1/14	**Course Overview in Class - Syllabus**	
1/21	**Unit I: Leadership in Healthcare**	
1/28		**Preceptor Contract due to Canvas today** *Read Chapters 1-5 by today*
2/4	**Unit II: Personal Values**	
2/11		
2/18		
2/25		*Read Chapters 6-10 by today*
3/3	**Unit III: Team Values**	**Discussion Post Due to Canvas**
3/10		
3/14-3/18	**Spring Break! No Class!**	
3/24		
3/31		*Read Chapters 11-14 by today*
4/7	**Unit IV: Evaluation**	**Resume & Cover Letter Due to Canvas**
4/14		
4/21		*Read Chapters 15-18 by today*
4/28		**Final Papers & Preceptor Evaluation Due to Canvas today**

CLM 501 Assignments

Preceptor Contract (25 points)

Students will complete the first 2 pages of the preceptor contract (provided by your instructor on Canvas) along with your preceptor. Specifically, you will outline the practicum project you will complete and outline behavioral and professional expectations at your site. The contract should be signed by both you and your preceptor and submitted to Canvas. A completed contract will be awarded full credit (25 points).

Preceptor Evaluation (100 points)

Page 3 of the preceptor contract document contains the preceptor evaluation form. At the end of the semester, students' preceptors will have the opportunity to evaluate the student's performance. Points will be awarded based on the preceptor's evaluation of the student.

Completion/Attendance (100 points)

If students complete ALL of their required practicum hours and attend ALL required course and/or instructor meetings, students will receive full credit on completion/attendance. Students cannot complete the practicum course without completing all required practicum hours. 10 points will be deducted for every missed required class or instructor meeting.

Discussion Post (25 points)

Please respond to ONE of the following discussion post prompts. With all options, please be sure to be specific, explicitly connect your responses to your course textbook, and cite your textbook in APA format.

1. Discussion Post Option # 1: Using the leadership theories discussed in chapter 2, please respond to the following (please answer in 500 words or less):
    a. Describe two of the theories in detail.
    b. Explain how you've specifically seen one of the theories occur at your practicum site.
    c. Do you think there are better ways (or better leadership theories) that may improve leadership at your practicum site? Why or why not?

2. Discussion Post Option # 2: Using content from Section III in your textbook on Team Values, please respond to the following (please answer in 500 words or less):
    a. Do employees at your practicum site work as a cohesive team? Why or why not?
    b. How could teamwork or team values be improved at your site?
    c. Describe a situation of conflict that you've experienced at your site. How was this situation handled? How could it be improved?

3. Discussion Post Option # 3: Using content from section II of your textbook on Personal Values, please respond to the following (answer in 500 words or less):
    a. What personal values are most important to you as a leader in healthcare? Why?
    b. How can you use these values to create a better and more productive work environment for others? Be as specific as possible. Connect to your textbook and/or outside research in terms of why or how these values might be used to create a better and/or more productive work environment.

  c. What are your personal strengths that will make you a good leader? What are your weaknesses that you will have to work on as you become a leader in healthcare?

4. Discussion Post Option # 4: Using content from section IV of your textbook on Evaluating Team Values, please respond to the following (answer in 500 words or less):
  a. Which two team values (discussed in chapter 15) would be most prudent for your practicum site to evaluate and why? Describe these two values in detail and describe why evaluating these two values would be important at your practicum site.
  b. Describe the structure (discussed in chapter 16) of the leadership team at your practicum site. Is it an effective structure? Why or why not? How might it be improved? Be sure to connect to your textbook when appropriate.

The discussion post is worth 25 points and should be 500 words or less. This is a formal paper and should be written as a formal, APA-formatted paper.

The post will be evaluated in the following ways:

1. Completeness (10 points): Include a response on all points within the discussion assignment and include 500 words or less.
2. Content (10 points): Use specific and detailed examples from practicum experience and clearly connect them to specific content from the textbook readings.
3. Mechanics (5 points): Use of correct spelling, grammar, sentence structure, is organized in a way that is easy to follow, citation of sources/textbook etc.

Resume & Cover Letter (25 points each)

Using the attached job posting, please develop a resume and cover letter that best sells yourself as a potential candidate for this position. Please be sure to specifically tailor your education and work/practicum experiences (this semester and in the past) to the job posting. Think about how the work and practicum experiences you've had thus far in your career have provided you with skills that will transfer to this position. Your resume should be no longer than 1 page and should include traditional information such as education, work experiences, skills, service, etc. Your cover letter should also be no longer than 1 page and should be addressed to the appropriate addressee, written in traditional cover letter format and should expand upon your resume (include specific experiences and skills you've had that will prepare you for the job duties listed).

Each of these assignments will be evaluated as follows:

1. Content (10 points): Addresses all points in detail from the assignment (i.e., includes appropriate points of a resume or expands upon resume in a cover letter).
2. Structure/Organization (10 points): Is organized in a way that is easy to follow; conforms to traditional styles (either resume or letter format)
3. Mechanics (5 points): Uses correct spelling, grammar, sentence structure, etc.

Reflection Paper (100 points): Prompts may change based on faculty input

In your final paper, you should:

1. Provide a thorough description of your practicum project(s)/experience, including specific examples of activities you observed/participated in, other employees that you worked with, unique situations you observed (meetings, conflicts, etc.), and any projects you led or participated in.
2. Reflect on the goals for your practicum project and explain how it went and why you think it went that way.
3. Describe the management/leadership experience you gained, including an analysis of any other observed management/leadership styles and reflect on how those experiences have influenced you.
4. ***For Graduate Students Only:*** Provide a literature review on one of the leadership theories described in your textbook. Include a total of 8-10 research articles in your review. Finally, please apply what you've learned in the literature review to your practicum experiences.
5. Explain how you think this experience may influence the work you'll do in your future career.
6. Please connect your experiences to at least 2 concepts from your textbook. You should cite your textbook as a source per APA format.

Logistically, your paper should:

1. Follow APA format.
   a. Include an APA-formatted title page (no abstract needed for this paper).
   b. Cite in-text sources in APA (when applicable).
   c. Include an APA-formatted references page (when applicable).

2. Consist of 4-6 pages (excluding title and references pages).
   a. Times New Roman, 12-point font.
   b. 1" margins.

Evaluation: See grading rubric on following page.

CLM 501 Reflection Paper Grading Rubric

Criteria	Verbal Critique	Points
Content: Thoroughly addresses all key points from the paper prompt, Includes specific and detailed examples of experiences in the practicum, Provides an in-depth analysis of what was learned through the project and how it might be applied in the future. Connects to text in an appropriate and meaningful way. **(Grad Students Only:** Include a thorough review of 8-10 research articles related to a leadership theory in your textbook and clearly connect them to your practicum experiences.)		/40
Macrostructure: Includes a clear organizational structure that the reader can follow- clear introduction, body, conclusion, and transitions that connect his/her ideas together.		/20
Microstructure: Uses clear and concise language that utilizes active voice (not passive voice) and defines any unfamiliar jargon.		/20
Mechanics: Follows APA format appropriately in terms of format and source citation (in-text and on the references page) when applicable; follows conventions of the English language (grammar, spelling, sentence/paragraph structure, etc.).		/20
Total		/100