

e

Courses	Request Tracking
---------	------------------

New Course Form

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

[Open in full window to print or save](#)

[Generate Report](#)

Attachments:

	Browse...	Upload File
ID	Attachment	
Delete 1436	Final Narrative.docx	
Delete 1576	Final Syllabus CLM 501 Practicum 2-6-13.docx	
	First 1	Last

Select saved project to retrieve...

[Get](#)

[New](#)

(*denotes required fields)

1. General Information

- a. * Submitted by the College of: Today's Date:
- b. * Department/Division:
- c.
- * Contact Person Name: Email: Phone:
- * Responsible Faculty ID (if different from Contact) Email: Phone:
- d. * Requested Effective Date: Semester following approval OR Specific Term/Year¹
- e. 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

2. Designation and Description of Proposed Course.

- a. * Will this course also be offered through Distance Learning? Yes⁴ No
- b. * Prefix and Number:
- c. * Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed² with (Prefix and Number):
- f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.
- | | | | |
|---------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Laboratory ¹ | <input type="checkbox"/> Recitation | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Indep. Study | <input type="checkbox"/> Clinical | <input type="checkbox"/> Colloquium | <input checked="" type="checkbox"/> Practicum |
| <input type="checkbox"/> Research | <input type="checkbox"/> Residency | <input type="checkbox"/> Seminar | <input type="checkbox"/> Studio |
| <input type="checkbox"/> Other | | | |
- If Other, Please explain:
- g. * Identify a grading system: Letter (A, B, C, etc.) Pass/Fail
- h. * Number of credits:
- i. * Is this course repeatable for additional credit? Yes No
- If YES: Maximum number of credit hours:
- If YES: Will this course allow multiple registrations during the same semester? Yes No
- j. * 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.
- k. Prerequisites, if any:

Consent of instructor

I. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 30-50

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

Students in the HHS program might have an interest in gaining leadership, management experiences beyond the courses offered in the HHS program.

8. * Check the category most applicable to this course:

- Traditional – Offered in Corresponding Departments at Universities Elsewhere
 Relatively New – Now Being Widely Established
 Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement ⁵ for ANY program? Yes No

If YES ⁵, list affected programs::

It will be required for Track B students within the Bachelor of Health Sciences Degree in Clinical Leadership and Management. (see attached)

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.

^[1] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

^[2] The chair of the cross-listing department must sign off on the Signature Routing Log.

^[3] In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

^[4] You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

^[5] In order to change a program, a program change form must also be submitted.

Rev 8/09

Submit as New Proposal

Save Current Changes

Delete Form Data and Attachments

APPLICATION FOR NEW COURSE

Signature Routing Log

General Information:

Course Prefix and Number: CLM 501

Proposal Contact Person Name: Geza Bruckner Phone: 8-0859 Email: gbruckn@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council	4/30/13	Joanie Ett-Mims	
Graduate Council	10/10/13	Graduate Council	
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

Proposed Program Change for Bachelor of Health Sciences Degree in Clinical Leadership and Management (CLM)

The Division of Health Sciences Education and Research, Department of Clinical Sciences, College of Health Sciences, is submitting a proposal for a program revision/change in the Clinical Leadership and Management program to establish a second entry track (Track B) for freshman seeking a CLM degree

Description of Current Associate Entry in CLM (Track A)

The current program is geared to associate degree health care professionals who have a minimum of one year's post-degree work experience in a health care setting and who are interested in enrolling in a baccalaureate degree program focusing on clinical leadership and management. While these health care professionals have sufficient training in their individual health disciplines, most are without formal, academic education and training in clinical leadership and management. These students generally are admitted to the program with *transfer credits totaling up to 67 credits and meeting UK Core Course Requirements*. The current CLM core curriculum for Track A is 39 credits and offered to both full-time and part-time students. Students need to complete all UK Core requirements, 39 program credits, and a total of 120 credits to earn a Bachelor of Health Science in Clinical Leadership and Management from the University of Kentucky. There are **three requested changes** to Track A in the program change proposal: 1) Include ENG 205 (3)(or equivalent to meet the GRW) as a prerequisite, 2) Drop the GRW from the CLM 595 capstone and 3) Require that 6 hours of upper-division electives 300+ courses now be chosen from a selective list. (*Attached are the curricular requirements for both Tracks A and B*)

Description of Proposed Freshman Entry in CLM (Track B)

Track B will follow closely the CLM “major courses” and UK Core Course requirements listed in Track A but will require additional practicum learning experiences to compensate for the knowledge/experience that students entering with an associate degree and one year of experience already have attained. The 15 credit practicum experiences (CLM 501 – Practicum, 1-15 credits, new course) and six more credit hours of upper division selective courses required for the Track B students (12 credit hours total of selective courses) are the primary differences between the two tracks. Both tracks require completion of the UK Core Course requirements including some prerequisite courses for the Track B entry. Track B entry students would take 32 credits of UK Core required courses, 11 additional prerequisites, 20 free elective credits and 57 CLM major course credits, *including the 15 credit practicum and 6 additional upper level selective courses*; total of 120 credits to earn a Bachelor of Health Science in Clinical Leadership and Management from the University of Kentucky. (*Attached are the curricular requirements for both Tracks A and B*)

Needs Rationale

There are currently 4,130 jobs for healthcare managers in Kentucky and this is projected to grow by 20% to about 4,970 jobs by 2016. This is better than the national trend for healthcare managers, which sees this job pool growing by about 16.0% over the next eight years. In general, healthcare managers plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

Students who graduate from the Clinical Leadership and Management Program are marketable in management positions of healthcare enterprises, able to assume greater responsibilities at their current jobs, be more qualified for job promotions within their facility and may continue their studies at a graduate level. The CLM program provides more educated allied health care professionals for Kentucky communities (and beyond) and their patients, in turn, will be better served.

The CLM program addresses the interest and needs expressed by both health care providers and prospective health care students in Kentucky. The CLM program is relevant, viable, and responsive to today's changing health care environment and workforce and implementation of the *Track B option will help meet the need for the projected growing job market*. There are no immediate needed resources for the CLM program to implement the Track B option since all of the courses are currently being taught to a small number of students and expanding the class size to 30-50 students can be handled with the current full and part time faculty. Staff resources for handling the practicum course placements will be needed only in the 3rd and 4th year of the program; the projected profit from the increased number of students using the most conservative estimates should suffice to support a ½ to full time staff line. It is anticipated that approximately 30 to 50 new students will be accepted through Track B each year. This number is based on students who have applied to the HHS program (over 200 this year, acceptance capacity 75), who do not have a strong science background, and have inquired about the CLM program as a career option, as well as high school students participating in Preview Night. This combination of inquires is generally in the 50 to 75 range so a conservative estimate of 30-50 students was projected.

Course and Program Change Rationale

Track A (Current Track)

1. *Request for adding ENG 205 Intermediate Composition (3) as a prerequisite (which meets the GWR) and dropping the GWR designation from CLM 595 Capstone (4).* Students admitted to the CLM program need to have compositional skills developed early in their curriculum in order to communicate effectively within the required Major Courses, many of which have writing assignments. Since the CLM 595 (GWR) Capstone comes during the last year of the curriculum, the faculty are spending a great deal of time with remedial composition instruction instead of content. Therefore an early introduction to developing compositional skills is needed and ENG 205 should develop the needed skills; this will enable the student to more effectively matriculate through the curriculum.
2. *Require that 6 hours of upper-division electives 300+ courses now be chosen from a selective list.* By having the students choose course work from a selective course list (30-33 credits) a better aligned/complimentary course selection should enrich their learning experience and make them more marketable.

Track B (Proposed Entry Level)

Track B entry students would take 32 credits of UK Core required courses, 11 additional general studies prerequisites, 20 free elective credits and 57 CLM Major courses, including the *15 credit practicum and 6 additional upper level selective courses*; total of 120 credits to earn a Bachelor of Health Science in Clinical Leadership and Management from the University of Kentucky.

1. *A new course CLM 501, Practicum 1-3 variable credits is proposed to provide leadership management experiences for Track B students.* Students will be required to take a total of 15 practicum credit hours. Students will be placed in hospital, government, community and company settings to gain job/market views, and leadership/management skills and experiences. Part of the practicum experience for the Track B students is to provide them with job/market views which Track A students with Associate degrees and job experiences already possess.
2. *Require that 6 hours additional hours of upper-division electives 300+ courses (12 credit hours total) chosen from a selective list compared to Track A students.* Since Track B students need to complete more courses to attain the 120 credits additional selective courses will be of greater benefit than free elective courses in preparing them for their career options.

Syllabus CLM 501 Practicum in Clinical Leadership and Management (CLM)

Course Meeting Times and Locations – TBD

Credits 1-3 and repeatable up to 15 credits (Consent of instructor)

(Each credit hour reflects 15 on site practicum hours)

Instructor Information

Practicum Instructor(s) – Faculty in CLM

Staff Practicum Coordinator – Christa Blackwell

Phone – 80495

Office – CTW 207

Email – Cblac3@uky.edu

Course Description: Students will gain practical general training and experiences in the healthcare workplace (such as shadowing the manager of a hospital emergency room) 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, e.g. meeting times, assignments, for the student at each site. The plan relates the workplace training and experiences to the student's general and technical course of study.

Course Goals: The Practicum is a “real-life” oriented experience that allows students: to observe the application of classroom principles to real work environments, e.g. observing effective clinical leadership and management for example in a hospital department, and to integrate the classroom knowledge with real work environments; 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 and discussion within groups.

Student Learning Expectations/Outcomes: In summary, at the end of the Practicum the student will:

- 1) Have gained direct work experience in a health organization dealing with healthcare and management issues.
- 2) Be able to define and explain what is meant by clinical leadership.
- 3) Understand and be able to analyze the environment, management and operations of a healthcare related organization.
- 4) Be aware of the roles played by and skills needed of individual leaders in a healthcare related organization.
- 5) Develop an understanding of how management and leadership principles are implemented in the work environment and the various clinical leadership and management styles.
- 6) Identify relevant topics in clinical leadership appropriate for use in capstone projects.
- 7) Be able to compile/extract data from the practicum experience(s) for interpretation and further analysis for use in the capstone project.

Text and Readings: Reading assignments will be practicum site dependent – there is no required textbook for the course.

Course Structure:

Students will:

A. Meet with faculty mentor:

- 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.

B. Submit no later than 15 days post-practicum a reflective paper (4-6 pages) on each practicum experience TO INCLUDE:

- 1) Brief description of the practicum project.
- 2) The student's reflection on the goals for the practicum and how they were met.
- 3) A brief description of the management/leadership experience including an analysis of other witnessed management/leadership styles and observations of how these experiences have impacted the student.

Format: 12 point font, 1 inch margins, double-spaced

Evaluation/Grades - Students will be graded as follows:

1) Post practicum debriefing	5%	
2) Reflection paper	20% undergraduate	30% graduate
3) Preceptor evaluation	30% undergraduate	30% graduate
4) Completion/attendance	45% undergraduate	35% graduate
30 on site hours/credit hour		

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.

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. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (257-2754).

Make-up opportunity:

When there is an excused absence, students will be given the opportunity to make up missed work and/or exams. 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 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 missed examination. In turn, faculty will be reasonable in accommodating claims of illness.

Submission of Assignments:

Reflection papers are to be submitted to the mentoring faculty no later than 15 days post-practicum.

Academic Integrity, Cheating and Plagiarism:

All students will adhere to University of Kentucky policies regarding expectations of academic honesty and the absolute unacceptability of plagiarism and other forms of cheating. These types of behaviors will not be tolerated. Students in this course will be on the Honor System when taking each of their examinations. Academic integrity is important to scholarship. If the instructors determine that students have violated their trust, strict University policies regarding academic honesty will be implemented. Using class materials, web sites, or any additional resources during the examination will be considered cheating as outlined in Student Rights and Responsibilities (Parts I-IV) and described at http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php.

Classroom Behavior, Decorum and Civility:

Professional behavior is expected during the practicum experiences and if professional behavior is not practiced the preceptor, after notifying the student and conferring with the mentoring faculty, 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, a faculty member 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 faculty 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. Faculty 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.