



Course Syllabus

Developing Leadership Capabilities in Respiratory Care
Robert D. & Carol Gunn College of Health Sciences and Human Services
RESP 4133 – DX3
Spring Semester January 17, 2023 – March 10, 2023

Contact Information

Instructor: Julie Kirkwood, MS, RRT-NPS

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- I make every attempt to respond to emails within 24-48 hours during the weekday and weekends. Please send a gentle reminder if I do not reply to you within that 48-hour period.

Course Description

The focus of this online course is to introduce students to leadership theories in healthcare. This course provides a foundation for future healthcare leaders. Students are exposed to a series of alternative leadership perspectives, including collaborative models. Topics include defining leadership, interdisciplinary and inter-professional working, communication and leadership, and leadership for change.

Course Objectives

Upon completion of this course, the student will be able to:

- Define Leadership
- Recognize the importance of clinical leaders in clinical practice
- Analyze and compare leadership theories
- Define concepts of interdisciplinary leadership teams
- Identify one's strengths and weaknesses as a leader or future leader
- Apply theoretical leadership concepts and prepare solutions in the healthcare setting

Textbook & Instructional Materials

Hardcopy Format: Leadership for Health Professionals: Theory, Skills and Applications, 3rd Edition, Ledlow, G.R and Stephens, JH ISBN 9781284109429

Student Handbook

Refer to: [Student Handbook 2022-2023](#) for code of student conduct. Additional information can be found on [MSUTexas website](#).

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. Research papers and projects must be original work for each course assignment. The faculty will not accept a submission that has been or is being submitted for another course. No Exceptions!

Grading

Course Grade - A minimum grade of 75, or a C, is required in all respiratory courses. All assignments must be completed by 11:59 PM on the due date. Table 1: Grade percentage allocated to each assignment

Assignments	Percentage of Total Grade
Syllabus Confirmation	2%
Discussion Boards	18%
Quizzes	40%
Interview Project	15%
Leadership Essay	15%
Homework Assignments	10%
TOTAL	100%

Grading Scale

Letter Grade	Percentage Grade
A	90-100%
B	80-89%
C	75-79%
D	70-74%
F	Less than 69%

Email/Course Announcement Requirements

You are required to access and review your emails and D2L Course Announcements regularly. I will often email the entire class with updates regarding your discussions, projects, and assignments. It is your responsibility to check your email regularly to prevent the possibility of missing important information.

Course Tools

1. **Syllabus:** Contains the syllabus.
2. **Announcements:** All announcements will be posted under the NEWS section on the course homepage.
3. **Weekly Course Content Modules:** These are broken down into reading assignments, discussion boards, and exams/quizzes and placed them into individual weekly modules. PowerPoints that pertain to the assigned chapters for that week are also available.
4. **Learning Tools:** Helpful information to use during this course, including online research databases tips and APA Guidelines.

Syllabus Confirmation

There is a syllabus confirmation assignment that can be found in the quiz section. This quiz contains a simple yes or no question confirming that you have thoroughly read and completely understand all course syllabus components. This is my way of verifying that you understand the expectations of this course. The syllabus confirmation will count toward your final grade and is due during the first week of class. If you have any questions regarding the syllabus, please get in touch with me.

Discussion Boards

Discussion content and questions will be posted on certain weeks throughout the semester. You can see the weeks that will include a discussion assignment on the course schedule within this syllabus. **During the weeks that have discussions, an initial post must be submitted by Wednesday at 11:59 PM CST. Two substantial responses must be made within the discussion board by Sunday at 11:59 PM CST.**

Each discussion has a max point value of six points. Two points will be given for your initial post, and two points will be given for each of your response posts. All discussion boards are expected to raise thoughtful questions, incorporate content from readings, build on the ideas of others, expand the class's perspective, and appropriately challenge perspectives and assumptions.

Students must support their posts in proper APA formatting, including in-text citations and complete reference entries. Initial posts should be at least 200 words in content. Response posts should be at least 100 words in content

Homework Assignments

The homework portion of your grade includes a couple of necessary yet straightforward components of the course. Your homework assignments make up 10% of your final grade.

- Myers-Briggs Type Indicator Test. There is a link to the test and a drop-box for you to submit your results in D2L. The Myers Briggs Test is due no later than January 22nd at 11:59 PM.
- The second homework assignment is the Leadership Legacy Test (LLT). A link and drop-box are also provided for your results. The LLT is by February 5th.

Exams

Four in-depth exams covering specified material given from your readings will be administered during the semester. Examinations may consist of true/false, multiple choice, short answer, or essay questions. Exams must be submitted by 11:59 PM on the due dates. Each exam is worth 10% of your final grade, making all examinations 40% of your final grade. Exams will have a time limit and may be accessed only once. This means that you cannot start the exam then return to it later. Please be sure that you set aside enough time to start and complete the exam in the allotted time.

Leadership Paper

In a Word document, explain your leadership style, principles, and foundational skills as related to the leadership assessment instruments discussed in Chapter 2.

- Complete at least four leadership-related assessments, apply those results to your leadership style and attach the results to your paper.
- Based on the four self-assessments of your personality style, leadership style, principles, and foundational skills, create a plan to improve your weaknesses while leveraging or enhancing your strengths.
- This paper will consist of at least 2-3 pages of written material. I do expect well-written papers at a college level of writing. A rubric, which can be found in your D2L course, is used as a grading guideline for the essay.

This assignment will be due by Sunday, February 19th, at 11:59 PM. The Leadership Paper is worth 15% of your final grade.

Interview Project

This project intends to advance student knowledge of leadership development from multiple perspectives through an interview process.

You will be required to evaluate leadership development from the perspective of someone already in a leadership role. Although a leader within a healthcare organization would be optimal, the leader does not need to be from the healthcare setting.

- You will be required to submit a PowerPoint presentation that includes the findings from your interview.
- You will be required to ask and have responses to a minimum of 15 questions.
- You will need to submit a PowerPoint presentation that lists the questions you asked during your interview along with the answers you received.
- Please include one question/response per slide.
- You also need to have a one page Word document summarizing the overall experience of the interview, including ideas, tips, or revelations gained during the interview process.

The Interview Project is due by Wednesday, March 1st by 11:59 PM. You will submit your project in two places. One must be submitted in the Dropbox. The other should be submitted in the discussion board under the Interview Project Discussion. You will also need to evaluate two of your classmates' projects, critique them, and provide feedback. Give insightful information to your peers. Your feedback evaluating your classmates' projects is due by Sunday, March 5th by 11:59pm. This interview project is worth 15% of your final grade.

Late Work

D2L is designed so that students are locked out of the system after the deadline has passed. Please make note of all deadlines and adhere to them. Anything not completed and submitted on time will be graded as a zero. Please talk with your professor, prior to the due date, regarding circumstances that may prevent you from completing an assignment on time. All assignments must be completed by 11:59pm on the due date.

Important Dates

Final Deadline to file for May Graduation: February 20, 2023

Last Day to drop with a grade of "W:" February 15, 2023.

Refer to: [Academic Calendar 2022 - 2023](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please refer to Distance Education Resources: [MSU Distance Education](#)

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. Your computer being down is not an excuse for missing a deadline!!***

There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help refer to [MSU Distance Education](#)

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required to provide appropriate services, and each request will be individually reviewed. For more details, please refer to [Distance Education Online Accessibility](#)

Course Schedule:

Below is your course schedule. The same content will be in each D2L module as well. I suggest printing a copy of the course schedule to help you stay organized and submit your assignment by the deadlines. Please note that changes in the course syllabus, assignments, and schedule may be made at the discretion of the professor.

Week or Module	Activities/Assignments/Quizzes	Due Date
Week 1 1/17-1/22	1. Review Syllabus and Course Content 2. Read CHAPTER 1 and Post DISCUSSION #1 a. Initial Post Discussion 1 is due Wednesday 1/18 b. Subsequent Posts due Sunday 1/22 3. Submit Syllabus Confirmation (found in Quiz tab) 4. Post an introduction about yourself 5. Complete Myers Briggs Test assignment	Initial Discussion #1 Post: due 1/18 All other assignments due 1/22 by 11:59pm
Week 2 1/23-1/29	1. Read Chapters 1, 2 and Appendix B 2. Take Exam #1	Due 1/29 by 11:59 PM
Week 3 1/30-2/5	1. Read Chapters 5 and 6 2. Post to Discussion #2 3. Complete the Leadership Legacy Test (LLT)	Initial Discussion post due 2/1 Discussion response posts and LLT to dropbox due 2/5
Week 4 2/6-2/12	1. Read Chapter 7 2. Take Exam #2 (Ch 6,7)	Due 2/12 by 11:59 pm
Week 5 2/13-2/19	1. Submit Leadership Paper	Due 2/19 by 11:59 pm
Week 6 2/20-2/26	1. Read Chapters 9 and 10 2. Post to Discussion #3 3. Take Exam #3	Initial Discussion post due 2/22 Exam and response posts due 2/26
Week 7 2/27-3/5	1. Read Chapter 13 2. Submit Interview Project to Drop-Box 3. Post Interview Project to Discussion Board 4. Post Response posts to two classmates' project	Submit Interview project to Dropbox and Discussion board by Wednesday, 3/1 Response posts due 3/5 by 11:59 pm
Week 8 3/6-3/8	1. Read Chapter 14 and 15 2. Take Exam #4 (Ch 13, 14, 15) 3. Post Course Evaluation & Feedback	ASSIGNMENTS DUE 3/8 by 11:59 pm