



Course Syllabus: Developing Leadership Capabilities in Resp. Care  
College of Health Sciences and Human Services  
RESP 4133  
Spring Semester, January 11, 2021 – April 30, 2021

#### Contact Information

Instructor: Jessica Fino MAM, RRT  
Office: Centennial Hall 420 J  
Office hours: By appointment.  
Office phone: (940) 397-4584  
E-mail: [Jessica.fino@msutexas.edu](mailto:Jessica.fino@msutexas.edu)

#### Course Description

The focus of this lecture 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 interprofessional working, communication and leadership, and leadership for change.

#### Course Objectives

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

1. Define Leadership.
2. Recognize the importance of clinical leaders in clinical practice.
3. Analyze and compare leadership theories.
4. Define concepts of interdisciplinary leadership teams.
5. Identify one's own strengths and weaknesses as a leader or future leader.
6. Apply theoretical leadership concepts and prepare solutions in the healthcare setting.

#### Required Text

There is no required text for this course.

#### Weekly Meeting Pattern

Monday, Tuesday and Thursday 10:40-12:20  
With online assignments as outlined by the course schedule.

#### Audience/ Credit

Senior Respiratory Care Students – 3 credit hours

#### Attendance Policy

Regular class attendance is required. No distinction is made between excused and unexcused absences unless the absence has been cleared through the office

of the Dean of Students, Athletic Department or Academic Affairs. If a student misses a lecture, it is the student's responsibility to work with other class members to determine what material was missed. There are facility tours and online assignments included in this course. Attendance to these events is crucial to the learning experience and worth 20% of your overall grade. Due to COVID-19 attendance will be offered virtually in addition to in-person. However, virtual attendance will be synchronous and require the same participation as those attending in person. The professor may request or suggest that some classroom assignment be completed in person. Additional assignments may be required if these events/tours are missed. Please refer to the MSU Student Handbook for more information.

#### 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 unless otherwise specified.

#### Assignment Grading

Assignments	Percentage of Total Grade
Presentations	30%
Leadership Interview	10%
Mock Interviews	30%
Online Assignments	30%

#### Grading Scale

Letter Grade	Percentage Grade
A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	Less than 60%

A minimum grade of 75, or a C, is required in all respiratory courses. All assignments must be completed by 11:59pm on the due date.

#### Presentations

Course presentations will be assigned throughout the semester to ensure mastery of the material. Specific requirements will be covered in class as well as posted in D2L. Please note that this portion of the course is worth 20% of your overall grade.

#### Mock Interviews

In an effort to assist the student in preparation for the interview and employment process, the student will be required to complete a resume and

mock interview as part of this class. Mock interviews are tentatively scheduled for March 22-25, 2021. These interviews will include Respiratory Therapy Directors, Managers, and/or Educators as well as one faculty member. Interviews will be scored based upon the rubric provided with emphasis on professionalism, preparation and attitude. Following completion of the Mock Employment Interview, each student is required to complete a reflective report discussing the experience, pros and cons as well as suggestions for improvement. The Reflective Report is required to be one page in length, 12 font, double-spaced and well written. This report will be submitted via drop box on D2L no later than March 30, 2021. Please note that this portion of the course is worth 30% of your overall grade.

#### Leadership Interview

You will be required to evaluate leadership development from the perspective of a leader serving in our professional organizations. Your leader and their contact information will be assigned. You will be required to submit a presentation of your liking that encompasses the findings from your interview. You will be required to ask and have responses to a minimum of five questions. You need to include a summary that explains the overall experience of the interview along with the things that you learned during the interview process. The Interview Project is to be presented in class on April 19, 2021. Please note that this portion of the course is worth 10% of your overall grade.

#### Online Assignments

On occasion, this class will require online participation according to the course schedule. Your attendance will be based on your participation in the online portions of this course. Class participation is an integral part of this course. You are expected to participate actively in and contribute to the learning experience in this course. Participation means providing substantive comments, questions and contributions that advance the learning process for you and/or other learners in the course. Participation may include responding to questions and issues posed by other learners. Non-substantive comments, irrelevant comments and comments of the nature of "I agree" or "I disagree" do not count. Please note that this portion of the course is worth 30% of your overall grade.

#### Important Dates

Deadline for Change of Schedule and Late Registration: January 1-13, 2021

Deadline to file for May Graduation: February 15, 2021

Last Day to drop with a grade of "W:" March 25, 2021

Refer to: [Drops, Withdrawals & Void](#)

#### Student Handbook

Refer to: Student Handbook 2020-2021

## 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 individual's 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, as this is a form of self-plagiarism. No Exceptions!

## Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

## Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## 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 in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Website for Disabilities Services](#).

## College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

### Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

### COVID-19 Schedule Changes

I will take every measure possible to adhere to the following course schedule. However, this schedule is subject to change due to university requirements or COVID-19 precautions. You will be notified via email and the course news in D2L if any changes are anticipated.

### Course Schedule:

On the next page, you will find the course schedule. 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.

	Date	Topic	
Week 1	Jan 11	Syllabus Review	
	Jan 12-14	Kettering	
Week 2	March 1	Why Study Leadership? / What is a Leader?	
	March 2	Determining your Leadership Style	
	*March 4*	<b>Online Assignment #1</b>	Discussion closes 3/7/21
Week 3	March 8	Identify a Leader	
	March 9	<b>Presentation #1 Due</b> Identify a Leader	Due in Class and Dropbox
	March 11	Licensure and NBRC	
Week 4	March 15	Spoken and Written Communication /Getting the Job	
	March 16	<b>Clin- Sims Mock Exam</b>	No class
	*March 18*	Review of Cover Letters and Resumes <b>Online Assignment #2</b>	

Week 5	March 22	<b>MOCK INTERVIEWS</b>	
	March 23	<b>MOCK INTERVIEWS</b>	
	March 25	<b>MOCK INTERVIEWS</b>	
Week 6	March 29	Leadership Interview Assignment	
	March 30	Cultural Competence in Leadership	Reflective Report Due 11:59pm
	April 1	<b>No Class/ Easter Break</b>	Practice Email Due 11:59pm
Week 7	April 5	Guest Speaker	
	April 6	Ethics of Healthcare and Leadership	
	April 8	<b>Online Assignment #3</b>	Discussion closes 4/11/21
Week 8	April 12	Guest Speaker	
	April 13	Guest Speaker	
	April 15	<b>Online Assignment #4</b>	Discussion closes 4/18/21
Week 9	April 19	<b>Presentation #2 Leadership Interview Due</b>	Due in Class and dropbox
	April 20	Cont. Presentations	
	April 22	Guest Speaker	
Week 10	April 26-29	Graduation Preparations!!!	

### Project Rubric

Criteria	Level 5	Level 4	Level 3	Level 2	Level 1
▼Assignment Specific Criteria	5 points Project completely captures the appropriate research. All aspects of the assignment are superbly responded to.	4 points Responds to all aspects of the assignment; Documents research appropriately; considers appropriate audience	3 points Responds to some aspects of the assignment; has some mistakes in research documentation	2 points Lacking substance within research and is minimally associated with projected audience.	0 points Does not give adequate coverage of assignment; does not document research appropriately; does not consider appropriate audience
▼Organization	5 points Project is perfectly organized and extremely detailed. This project is	4 points Has a well organized and detailed project that catches audience's interest; maintains focus throughout; summarizes main points	3 points Project that is mostly organized; provides adequate "road	2 points Project is heading in the right direction, yet is lacking the necessary organization. Difficult to follow at times.	0 points Has irrelevant and/or unorganized statements; gives listener no focus or

	exemplary in focus and providing information to the reader.		map” for the listener		outline of the presentation
▼Content	5 points  Content, substance, and source material are considered exemplary throughout presentation.	4 points  Demonstrates substance and depth; is comprehensive; shows mastery of material	3 points  Demonstrates substance and depth; is comprehensive; shows mastery of material	2 points  Does not give adequate coverage of topic; lacks sources	0 points  No content of substance is presented within this project.
▼Grammar/Mechanics	5 points  Presentation is presented with no grammatical, sentence structure, spelling, or punctuation errors.	4 points  Sentence form and word choices are appropriate. Punctuation grammar, spelling, and mechanics are appropriate	3 points  Some mistakes in sentence form and word choices. Makes a few grammar, spelling, and mechanical errors.	2 points  Numerous grammatical and sentence structure errors noted throughout presentation.	0 points  Sentence form and word choices are unacceptable; Punctuation grammar, spelling, and mechanics are unacceptable
▼Professionalism	5 points  Demonstrates exceptional professionalism during Presentation and Health Fair	4 points  Demonstrates good professionalism during Presentation and Health Fair	3 points  Demonstrates average professionalism during Presentation and Health Fair	2 points  Demonstrates unacceptable professionalism during Presentation and Health Fair	0 points  Does not participate in presentation or health fair
▼Delivery	5 points  Demonstrates full knowledge of topic; explains and elaborates on all questions	4 points  Potentially has full knowledge of the topic at hand. Elaborates and explains to at a minimal amount.	3 points  Shows ease in answering questions but does not elaborate	2 points  Demonstrates little grasp of information; has undeveloped or unclear answers to questions	0 points  No presentation noted. No questions or response noted
▼Design	5 points  Excellent project presentation with excellent visuals that capture the audience.	4 points  Good project presentation with good visuals that capture the audience.	3 points  Average project presentation with average visuals that capture the audience.	2 points  Poor quality project presentation with poor quality visuals that do not capture the audience.	0 points  No presentation noted
<b>▼ Overall Score</b>	<b>▼ Level 5 29 or more</b>	<b>▼ Level 4 23 or more</b>	<b>▼ Level 3 17 or more</b>	<b>▼ Level 2 11 or more</b>	<b>▼ Level 1 0 or more</b>