

University of Florida
College of Public Health & Health Professions Syllabus
OTH 6705 Leadership and Professional Development (3 credits)

Semester: Summer 2022
Delivery Format: On-Campus
Monday: 9:30 am – 1:15 pm

Instructor Name: Christine Myers, PhD., OTR/L
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Preferred Course Communications: email

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Preferred Course Communications: email

Prerequisites: OTH 6819 Competency

PURPOSE AND OUTCOME

Course Overview: This course explores leadership theories and practices, and their application to leadership in Occupational Therapy practice and education. Self-directed professional development and leadership responsibilities for the professional development of others are addressed. In addition to the above, the course will also explore leadership behaviors and their application to personal and organizational leadership.

Course Objectives:

Student Learning Objectives- Upon successful completion of the course, students will be able to:	ACOTE Standard(s)	Curricular Theme(s)	Assessment(s)
Understand the characteristics of personal leadership to craft a leadership philosophy	n/a	Professionalism	Leadership Philosophy and Brain Color Characteristics paper
Conceptualize the “five leadership practices” and apply these conceptualizations to hypothetically resolving an existing or emerging leadership challenge.	n/a	Critical Thinking; Professionalism	Leadership Practice Discussion Posts (5) Active Participation with Guest Speaker Discussion Posts

Develop and complete a strategic plan for organizational effectiveness.	B.5.3. Business Aspects of Practice	Critical Thinking	Strategic Planning Assignment
Compare and contrast personal and professional responsibilities regarding liability and contractual arrangements across service delivery models.	B.7.5. Personal and Professional Responsibilities	Professionalism	Starting Your Own Business in Occupational Therapy & Understanding Contract Work Reflection Paper
Develop a professional portfolio to showcase clinical and training experiences to potential employers.	n/a	Professionalism	E-Professional Portfolio Assignment Preparing for Your OT Career Reflection Paper #1
Describe the role of the mentor and mentee in professional development.	n/a	Professionalism	Enable Others to Act Discussion Post Career Development Reflection Paper Five Year Plan Assignment
Demonstrate an understanding of the resources available for starting a private practice in occupational therapy.	n/a	Professionalism	Starting Your Own Business in Occupational Therapy & Understanding Contract Work Reflection Paper
Prepare for entrance into the occupational therapy profession by developing a resume and understanding strategies for job searching, interviewing, and negotiating.	n/a	Professionalism	Resume and Cover Letter Assignment Preparing for your OT Career Reflection Papers (#1 and #2)

Instructional Methods: In-class seminar type activities including lecture, small group work, case examples, and experiential learning.

Required Textbooks:

1. Kouzes, J.M., & Posner, B.Z. (2017). *The leadership challenge* (6th ed.). Jossey-Bass.
2. Glazov, S. (2008). *What color is your brain?* Slack Incorporated.

Optional Textbook:

1. FranklinCovey. Leadership Great Leaders. Great Teams. Great Results (Note: Handouts will be posted on Canvas, or integrated in the Power Point slides)

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Week	Topic(s)	Readings/Assignments
Leadership		
1 Tuesday 5/10	Fundamentals of Personal and Organizational Leadership <ul style="list-style-type: none"> • Definitions, Characteristics, Behaviors, Styles • Whole-Person Paradigm • Levels of Engagement • Imperative of Great Leaders • What Color is Your Brain 	Kouzes and Posner, pp. 11-24; pp 295-314 Handout on Leadership Styles Assignments: <ul style="list-style-type: none"> • What Color is Your Brain? (due 5/16) • Leadership Philosophy and Brain Color Characteristics (due 6/5)
2 Tuesday 5/17	Five Leadership Practices <ul style="list-style-type: none"> • Practice 1: Model the Way • Practice 2: Inspire a Shared Vision • Guest Speaker: Ms. Elise Caton MOT, OTR/L 	Kouzes and Posner, pp. 45-71; 93-117 Handout: Leadership Philosophy Assignment: Leadership Practices Initial Posting (due 5/20 at 11:59 pm) and Two Responses to Peers (due 5/22 at 11:59 pm)
3 Tuesday 5/24	Five Leadership Practices <ul style="list-style-type: none"> • Practice 3: Challenge the Process • Guest Speaker: Sheetal Obal, MHS, OTR/L 	Kouzes and Posner, pp.143-169 Assignment: Leadership Practices Initial Posting (due 5/27 at 11:59 pm) and Two Responses to Peers' Postings (due 5/29 at 11:59 pm)
4 Tuesday 5/31	Five Leadership Practices <ul style="list-style-type: none"> • Practice 4: Enable others to Act • Guest Speaker: Mrs. Lana Watson, MHS, OTR/L 	Kouzes and Posner, pp.193-219 Classen et al., 2021 Assignment: Leadership Practices Initial Posting (due 6/3 at 11:59 pm) and Two Responses to Peers' Postings (due 6/5 at 11:59 pm)

Week	Topic(s)	Readings/Assignments
5 *Friday 6/10	Five Leadership Practices <ul style="list-style-type: none"> • Practice 5: Encourage the Heart *Alternative schedule and meeting location: Class will meet Friday 6/10 from 1 – 4:30 pm at North Shore Lake Wauburg instead of Tuesday 6/7	Kouzes and Posner, pp. 245-271 Handout. Conscious Club. Assignment: Leadership Practices Initial Posting (due 6/10 at 11:59 pm) and Two Responses to Peers' Postings (due 6/12 at 11:59 pm)
6 Tuesday 6/14	Strategic Planning for Organizational Effectiveness <ul style="list-style-type: none"> • Vision • Mission • Values • Purpose • SWOT • Reflection Questions Discussion: Dr. Piazza • Example of a Service Program requiring Strategic Planning 	FranklinCovey Method for Strategic Planning p. 33-54 (Integrated in Class presentation) Assignment: Strategic Planning Paper and Group Presentation (due 7/19 at 9 am)
6/20 – 6/24 Summer Break (No Class)		
Professional Development		
7 Tuesday 6/28	Preparing for Your OT Career <ul style="list-style-type: none"> • What is a Professional Portfolio? • Writing a Resume or CV • Preparing for a Job Search <i>Guest Speaker:</i> Jenna Molen, Manager for Integrated Partnerships – College of Public Health and Health Professions, Career Connections Center	Deluliis (2019) Ch. 11. Assignment: Reflection Paper due by 7/4 at 11:59pm Assignment: Resume with Reflective Questions due by 7/4 at 11:59pm Assignment: E-Professional Portfolio due by 8/2 at 11:59pm

Week	Topic(s)	Readings/Assignments
8 Tuesday 7/5	Preparing for Your OT Career (cont.) <ul style="list-style-type: none"> • Interview Skills • How to Negotiate with an Employer <i>Guest Speaker:</i> Jenna Molen, Manager for Integrated Partnerships – College of Public Health and Health Professions, Career Connections Center	Review Career Resources at http://www.otjoblink.org/ Additional readings to be posted on Canvas Assignment: Reflection Paper due by 7/11 at 11:59pm
9 Tuesday 7/12	Career Development <ul style="list-style-type: none"> - Planning Your Career Trajectory - Goal Setting - Continuing Competency Building the Mentor/Mentee Relationship	Doyle, Lachter & Jacobs (2018) Additional readings to be posted on Canvas Assignment: Reflection Paper due by 7/18 at 11:59pm Assignment: Five Year Plan with Reflective Questions due by 7/25 at 11:59pm
10 Tuesday 7/19	Student Presentations: Strategic Planning for Organizational Effectiveness	

Week	Topic(s)	Readings/Assignments
11 Tuesday 7/26	<p>Starting Your Own Business in Occupational Therapy</p> <p>Understanding Liability and Contract Work</p> <p><i>Guest Speakers:</i> Panel of OTs (TBA)</p>	<p>Hudgins, Stover & Walsh-Sterup (2018)</p> <p>Thornton (2010)</p> <p>Kuehn: Occupational Therapy and Entrepreneurship</p> <p>Read blogs about OT's experiences as contract therapists (see Reflection Paper assignment)</p> <p>Review www.sba.gov</p> <p>Assignment: Reflection Paper (NOTE: <u>this paper is worth 10 points and should be 3-4 pages in length</u>) due by 8/1 at 11:59pm</p>
12 Tuesday 8/2	<p>Preparing for the NBCOT Exam- Developing a Study Plan</p> <p>Preparing for Licensure</p>	<p>Explore exam prep resources at www.aota.org and www.nbcot.org</p> <p>Review licensure requirements at https://floridasoccupationaltherapy.gov/</p> <p>Additional readings to be posted on Canvas</p>

A detailed course outline will be provided in Canvas and provides more information for required readings, assignments, and expectations for active and professional participation in class.

Course Materials and Technology

For technical support for this class, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://iss.at.ufl.edu/help.shtml>

ACADEMIC REQUIREMENTS AND GRADING

Assignments:

- **(a) Leadership philosophy and (b) plan to address Brain Color characteristics:** Assignment information, grading criteria, and submission link available on Canvas.
- **(a) Four leadership practices- initial postings and (b) four responses to a peers' postings during week 2-5:** Assignment information and grading criteria available on Canvas. Submit to "Discussions".
- **(a) Strategic planning paper and (b) Group presentation of the paper:** Assignment information, grading criteria, and submission link available on Canvas.
- **(a) Four professional development reflections week 7-9 and 11:** Assignment information and grading criteria available on Canvas.
- **Resume with Reflective Questions:** For this assignment, you will update your resume and respond to reflective questions about your professional qualities in preparation for your future job search. Assignment information, grading criteria, and submission link available on Canvas.
- **Five Year Plan with Reflective Questions:** For this assignment you will create a five year professional career plan and respond to reflective questions about your future as an occupational therapist. Assignment information, grading criteria, and submission link available on Canvas.
- **E- Professional Portfolio:** For this assignment, you will create a professional portfolio.
- **Active group participation with guest speakers:** It is expected that you come prepared to ask questions of guest speakers during each class. Students who do not ask questions or participate in group discussions will not receive the full five points for this grade. Grading criteria available on Canvas.

Grading

Assignment Category	Requirement	Due Date	% of Final Grade
Leadership Assignments	<ul style="list-style-type: none"> • What Color is Your Brain? (10 pts.) • Leadership Philosophy & Brain Color Characteristics (10 pts.) • Strategic Planning (20 pts.) 	<ul style="list-style-type: none"> • 5/16 • 6/5 • 7/19 	35%
Professional Development Assignments	<ul style="list-style-type: none"> • Resume and Cover Letter (10 pts.) • Five Year Plan (10 pts.) • E-Professional Portfolio (12 pts.) 	<ul style="list-style-type: none"> • 7/4 • 7/25 • 8/2 	30%
Leadership Practices	<ul style="list-style-type: none"> • Leadership Practices 1 & 2 (5 pts.) • Leadership Practice 3: Challenge the Process (5 pts.) • Leadership Practice 4: Enable Others to Act (5 pts.) • Leadership Practice 5: Encourage the Heart (5 pts.) 	<ul style="list-style-type: none"> • 5/20 • 5/27 • 6/3 • 6/10 	15%

Online Discussions	<ul style="list-style-type: none"> Leadership Practices Guest Speaker Reflections (5 pts.) 	<ul style="list-style-type: none"> 6/10 	
Professional Development Reflections	<ul style="list-style-type: none"> Preparing for your OT Career (5 pts.) Preparing for your OT Career continued (5 pts.) Career Development (5 pts.) Starting Your Own Business & Understanding Contract Work (10 pts.) 	<ul style="list-style-type: none"> 7/4 7/11 7/25 8/1 	15%
Active Professional Participation	Active Participation with Multiple Guest Speakers		5%
Total			100%

* Portfolio will be returned for revision if it does not meet the criteria for a passing grade. To pass this class all portfolio requirements must be met with a passing grade. Reminder: see posted graded rubric for requirements.

Points earned	93-100	90-92.99	87-89.99	83-86.99	80-82.99	70-79.99	67-69.99	63-66.99	60-62.99	0-59.99
Letter Grade	A	A-	B+	B	B-	C	D+	D	D-	E

Letter Grade	A	A-	B+	B	B-	C	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.0	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at: <http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Exam Policy: There are no exams in this class

Policy Related to Attendance, Make up Exams or Other Work

Please note: Any requests for make-ups due to technical issues MUST be accompanied by the UF Computing help desk (<http://helpdesk.ufl.edu/>) correspondence. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Attendance to all exams and class activities is mandatory. All students will be held responsible for all material presented and discussed in class activities regardless of attendance. If possible, a student who must be late or absent to a class activity should notify the instructor prior to the scheduled time in order to schedule makeup activities. Some experiences cannot be made up. For students with an excused absence an alternative activity will be provided. The course cannot be completed or passed without attending class. If a student misses more than 2 class periods they are at risk of failing the course.

If possible, faculty should be informed of absences prior to the time of the scheduled activity (exam, site visit, assignment deadline, presentation), unless it is an illness or emergency.

- a) A student who must be absent must notify the instructor via email prior to the anticipated absence, if possible. (Do not contact guest lecturers.)
- b) See the "Policy Related to Make up Exams or Other Work" above related to missing exams.
- c) See the absence policy in the student manual for more information.

Assignments must be submitted on time. A deduction of 10% per day late will be applied to late assignments. All assignments must be completed in order to pass this class.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior For further information about the material provided below see the relevant sections of the *OTD Student Manual* or the websites provided.

Communication Guidelines

- Treatment of peers, professors, teaching assistants, guest lecturers, clinical personnel, with consideration, confidentiality, and respect.
- Students are expected to actively participate in discussions and class activities. Participation assists students to develop knowledge and skill in interpersonal relationships and communication by relating to patients and families with various backgrounds and performance deficits, by relating to other students, therapists and supervisors, students gain an understanding of relationships in professional role. Personal responsibility for prompt arrival, and regular participation and attendance all course activities; with appropriate and judicious use of class and lab time.

Professional Behavior

- Assumption of responsibility in keeping classroom in order and course materials properly utilized and stored.
- **Students are expected to be thoroughly prepared for class.** Students are expected to read and study assigned readings in text and course syllabus prior to coming to class. Students are expected to bring all materials necessary to effectively participate or those specifically designated by the instructor to class or lab.
- Professional work habits also include: being on time for class and staying until class is dismissed; being courteous in lecture and lab by refraining from chatter or other distracting behaviors; turning off all electronic devices that are not critical for formal classroom activities; not reading other material during class; meeting deadlines; arranging with instructor or peer to get handouts or announcements if unable to attend class; arranging with the instructor in advance if unable to meet scheduled tests and assignments.
- Professional attire in lectures and labs when there are guests, in all clinics and site visits.
 - Clean long khaki or black pants that remain fitted when moving and bending.
 - Collared, adequately fitting shirt that is neither clingy nor revealing and remains discretely tucked into pants when reaching and moving. No T-shirts.
 - Clean, closed toe shoes with adequate base of support.
 - Jewelry & make-up kept to a minimum. No hats. No fragrances. Tattoos must be covered.

- Lecture notes and/or Power Point slides are provided solely at the discretion of the presenter. Regardless of the provision of lecture notes/Power Point slides, students are responsible for all materials assigned and covered in class, labs, and site visits.
- **Laptops/Tablets:** Laptops/tablets may be used in class for taking notes, viewing slides, or accessing websites associated with ongoing class activities. Students are not allowed to use laptops/tablets in class for any other reason. Topic instructors may further limit or prohibit the use of laptop/tablet used during their presentations.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>
<http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

Recording Within the Course:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet,

or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Policy Related to Guests Attending Class:

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Please note that guests are **not** permitted to attend either cadaver or wet labs. Students are responsible for course material regardless of attendance. For additional information, please review the Classroom Guests of Students policy in its entirety. Link to full policy: <http://facstaff.phhp.ufl.edu/services/resourceguide/getstarted.htm>

Online Faculty Course Evaluation Process

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

SUPPORT SERVICES

Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, it is strongly recommended you register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class or as soon as you believe you might be eligible for accommodations. The Dean of Students Office will provide documentation of accommodations to you, which you must then give to me as the instructor of the course to receive accommodations. Please do this as soon as possible after you receive the letter. Students with disabilities should follow this procedure as early as possible in the semester. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The **Counseling and Wellness Center** 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- **U Matter We Care** website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The **Student Health Care Center** at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science

Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>

- Crisis intervention is always available 24/7 from: Alachua County Crisis Center: (352) 264-6789 <http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>
- **University Police Department:** [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

Inclusive Learning Environment

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: www.multicultural.ufl.edu