HCL 3050: Professional Writing & Critical Analysis for Healthcare Leaders (Syllabus)

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College of Health Sciences
The University of Memphis

Course #: HCL 3050
Course Title: Professional Writing and Critical Analysis for Healthcare Leaders
Semester: Spring 2024
Instructional Mode: Online/Asynchronous
Hours: 3 credit hours
UM Drive: Canvas

Instructor Contact Information
Instructor: Gregory Hughes PhD
Office: 273 Field House
Main Office Phone: 901-678-4316
Email: gshughes@memphis.edu
Office Hours: Tu-Th 9:00a.m.-12:00p.m.
Virtual Office Hours: Tues and Thur-1:00p.m.-2:00p.m
Face to Face meetings by appointment only

College of Health Sciences Contact Information
Office: 106 Fieldhouse
Email: healthsciences@memphis.edu
Main Office Phone: 901-678-4316

COURSE DESCRIPTION:

This course focuses on writing, critical thinking and analysis relevant to the health-related issues and its impact on healthcare leadership. An introduction to basic principles of presentation styles, professional business transmissions, and writing concepts are provided as it relates to healthcare leadership.


ADDITIONAL MATERIALS: Handouts to accompany the textbook will be available online (UMDrive) or Canvas.

SUPPORT OF CONCEPTUAL FRAMEWORK: This course will provide students with knowledge of interpersonal communication, and healthcare leadership to develop introspective writing techniques and critical thinking skills that support organizational excellence and leadership.

METHODS OF INSTRUCTION: Online courseware, videos, podcast, power point, and webinars are methods of instructions delivered in this course. Class participation is mandatory for online discussion boards, blogs, and online chats. Chapter(s) reading in the textbook must be completed before online discussions. As needed a power point presentation will be available online prior to class.
COURSE OUTCOMES:

1. Demonstrate competence in APA formatting and writing style.
2. Develop an organized structure for analysis, critique and presentation of healthcare related publications that promote best practices in healthcare leadership.
3. Identify methods conducive with growth and development of professional writing and presentation skills for healthcare leaders.

ASSIGNMENTS, EXAMS, AND GRADING CRITERIA:
The following methods will assist with the determination of student's final grade:

1. Assignments- 12 (25 points each) Total 300 points
2. Exams- 3 (100 points each) Total 300 points

There will be no opportunity for extra credit, so it is very important that students complete all assignments and exams, being sure to turn them in by the date due.

The total of 600 available points will be used to compute a percentage of 100.

Grading will be as follows:

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<th>Percentage Range</th>
<th>Grade</th>
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<tr>
<td>≥ 97</td>
<td>A+</td>
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<tr>
<td>≥ 93</td>
<td>A</td>
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<tr>
<td>≥ 90</td>
<td>A-</td>
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<td>≥ 87</td>
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<td>&lt; 60</td>
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Communication Guidelines:
Please review The University of Memphis online expectations: http://www.memphis.edu/oso/learnonline/onlinecoursepreparation.php
Communication in a respectful and courteous manner is required for this online course. Please be mindful of your tone and language when communicating via online forums or by email with faculty and students. For any questions or assistance regarding the course, please contact faculty: Dr. Gregory Hughes PhD by gshughes@memphis.edu, phone 901-678-4316, face to face (273 Elma Roane Fieldhouse), or online meeting. Email is the preferred mode of contact for expedited assistance. Emails will be answered within 24-36 hours except on weekends, school holidays and extended breaks. Students will be notified of any changes or adjustments to faculty office hours or availability. Graded assignments will be returned within 7-10 days. Students will be notified of any variations. Faculty's CV is located on the College of Health Science Department webpage (memphis.edu/hss/hss-faculty.htm)

Instructions for Assistance: Review Canvas tutorial at https://www.memphis.edu/um3d/canvas. Please contact the help desk for tech support at 901-678-8888. For any course content questions, contact the instructor at gshughes@memphis.edu. Students have an opportunity to share their voice and general questions in the course with the instructor throughout the semester in a general discussion online forum.

Technical Support: For technical support and requirements, please contact the help desk at 901-678-8888 or http://www.memphis.edu/uofmonline/technical.php

Browser Check: Our online courses are delivered via a learning management system called Canvas. Before you access the system, please run the system check on your computer to verify that your
computer and browser meet the system’s minimum requirements. The system check is designed to ensure your computer system is properly configured for our web courses. It verifies your browser version, browser settings, and the display settings on your computer.

ACADEMIC INTEGRITY
Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures. (https://www.memphis.edu/osa/students/academic-misconduct.php)

PLAGIARISM: Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency in the selling of term papers of other academic materials. Once your assignment is submitted a similarity score is generated through the Turnitin database for an evaluation of the originality of your ideas and proper use and attribution of sources. Any submitted items with more than 30% similarity score will not be accepted and will reviewed for possible plagiarism. If it is determined after investigation that plagiarism occurred the student will receive a 0 in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin restricted access database solely for detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all. Please refer to the University’s “Code of Student Conduct” for actions that may result from student academic misconduct.

AWARDING AN INCOMPLETE GRADE: A grade of “I” (Incomplete) may be assigned by the Instructor of any course in which the student is unable to complete the work due to EXTRAORDINARY events beyond the individual’s control. The “I” may not be used to extend the term for students who complete the course with an unsatisfactory grade. Unless the student completes the requirements for removal of the “I” within 45 days (for undergraduate courses, or 90 days for graduate courses) from the end of the semester or Summer term in which it was received, the “I” will be changed to an “F,” regardless of whether or not the student is enrolled.

PROMOTING A POSITIVE LEARNING ENVIRONMENT: The College of Health Sciences recognizes its responsibility to promote a safe and diversity-sensitive learning environment that respects the rights, dignity, and well-being of students, faculty, and staff. Diversity means the fair representation of all groups of individuals, the inclusion of contrasting perspectives and voices, together with the appreciation and valuing of different cultural and socioeconomic group practices. Moreover, we aspire to foster a climate of mutual respect and empathy, among and between students, faculty, and staff, by nurturing an atmosphere that is free from discrimination, harassment, exploitation, or intimidation.
Departmental courses will strive to provide an opportunity for all students to openly discuss issues of diversity including, but not limited to, age, disability, ethnicity, gender, race, religious beliefs, and sexual orientation.

STUDENT ACCOMMODATIONS
Students with accessibility issues or learning accommodation issues due to a disability should
contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at drs@memphis.edu. ([https://www.memphis.edu/drs/index.php](https://www.memphis.edu/drs/index.php))

**SPECIAL NEEDS:** Any student who has special needs for assistance and/or accommodation, and who is registered with the Office of Student Disability Services should meet with the instructor during the first week of classes.

**AMERICANS WITH DISABILITIES ACT:** The University of Memphis does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. *The student has the responsibility of informing the course instructor (at the beginning of the course) of any disabling condition, which will require modification to avoid discrimination.* Faculty is required by law to provide "reasonable accommodation" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels.

**DEALING WITH HARASSMENT:** The College of Health Sciences believes it is important to respond to insensitive and inappropriate behavior in a spirit of collegiality, mutual respect, and professionalism. If you believe that you have been the target of discrimination by another student, faculty member, or staff member, due to age, disability, ethnicity, gender, race, religious beliefs, sexual orientation, or cultural group membership, you can choose to pursue one or more of the following avenues:

The most direct approach, if you feel comfortable doing so, is to speak directly to the person whose behavior you consider to be inappropriate. You may speak to the instructor, HSS faculty member, the Dean Richard Bloomer rbloomer@memphis.edu (678-4165), or the University’s Affirmative Action Officer (678-2713). You may contact the Assistant Dean of Students (678-2298), in the Office of Student Judicial Affairs. It is important that you speak immediately to someone, with whom you feel comfortable, in order that your concerns can be handled promptly and fairly. In all complaints of discrimination, including sexual harassment, the Office of Affirmative Action will be notified.

**STUDENT HEALTH**  
Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

**STUDENT RESOURCES**  
Students who need additional resources can visit the Dean of Students Office website at [https://www.memphis.edu/deanofstudents/crisis/index.php](https://www.memphis.edu/deanofstudents/crisis/index.php).

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