



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

HPM 701, 702, 703, and 793 Professional Development Series

Department of Health Policy and Management
School of Public Health

FALL 2018 & SPRING 2019 Syllabus

Meeting Times: Fridays 9am – 12pm (Please check the schedule for each semester because presentations will vary in start times and locations)

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Professional Development Series Overview

The Professional Development Series is designed to help students:

- (1) Explore career options and effectively identify and pursue opportunities of interest, and
- (2) Further develop professional skills and knowledge essential in the health policy and management field.

Students will participate in weekly Career Services Events and Professional Development Workshops where they will have an opportunity to meet and interact with successful health policy and management professionals.

Learning Objectives and HPM Competencies

	<i>Course Learning Objective</i>	<i>Competencies</i>
1	Explore career options and identify internships, fellowships, and jobs of interest	Information Seeking Interpersonal Awareness
2	Learn how to develop and use a professional network and manage your personal and professional reputation	Reputation Management Self-Confidence
3	Learn to effectively present yourself to a potential employer and get the job	Professionalism Self-Confidence Communication Skills
4	Develop professional skills and knowledge essential in the health policy and management field *Workshops will vary each semester:	Project Management Team Dynamics Human Resources Management Innovative Thinking Process Management & Organization Design Change Management Organizational Awareness Political Savvy Systems Thinking
5	Complete a Department approved internship including the field placement plan, required reports, and final evaluation *Students select competencies they would like to improve upon during the internship	Accountability Achievement Orientation Initiative Professionalism Self-confidence Information Seeking Organizational Awareness

Resources

Website

Presentations and materials from speakers will be placed on the HPM Professional Development Series and Career Services Sakia site, which can be accessed at: <http://sakai.unc.edu>

Pertinent journal articles and the HPM Career Services Field Placement Manual are also available on the Sakai site.

Additional Information

Registration and Credits

Students should register for the Professional Development Series as follows:

MHA and MSPH Students

1st Year Fall: HPM 701

2nd Year Fall: HPM 702, HPM 793 (Internship)

2nd Year Spring: HPM 703

MPH Students

1st Year Summer: HPM 793 (Internship)

Note: MPH students do not register for 702 or 703

Students will receive one credit hour each for 701, 702, and 703. These credit hours *do not* count towards the credit hours required for your degree.

Students will also receive two credit hours for 793. These credit hours *do* count toward the credit hours required for your degree.

Special Note: Although students do not necessarily register each term, all students are invited and encouraged to attend the Career Services Events and Professional Development Workshops scheduled each term.

For-Credit Professional Development Workshops

Students may also earn credit by attending certain Professional Development Workshops offered throughout the term (indicated on the Course Schedule). Students will earn ½ credit hour for each designated workshop. These credit hours *do* count towards the credit hours required for your degree.

Requirements

701, 702, and 703

Students are encouraged to attend all Career Services Events and Professional Development Workshops of interest.

Remember: Although students do not necessarily register each term, all students are invited and encouraged to attend the Career Services Events and Professional Development Workshops scheduled each term.

793 (Internship)

Definition and Purpose. An internship is defined as a planned and supervised learning experience gained through first-hand observations and operational responsibilities in a health services or other health-related organization. While specific activities during an internship vary from one placement to another, all internships should enable students:

- To participate in learning experiences that are not normally available in the classroom, but are essential for sound training in health policy and administration
- To test the validity and applicability of classroom learning
- To practice, thus helping students develop their own professional skills
- To develop operational skills, gain experience, and enhance professional self-confidence as healthcare managers or policy analysts
- To make a service contribution during the course of the internship that will not only be useful to the organization, but also will enhance the student's management and analytic skills and self-confidence
- To develop an agenda for subsequent learning

Requirements. A full-time internship experience in a department-approved health services or other health-related organization is required of all students:

MHA and MSPH Students

Students must submit an approved internship plan and successfully complete at least *twelve weeks* (40 hours/week) under the joint supervision of the faculty advisor and an approved preceptor. At the end of the internship, the student must submit a report and an evaluation of the internship, and give a short oral presentation to the incoming students, on an internship panel.

MPH Students

Students must submit an approved internship plan and successfully complete at least *six weeks* (40 hours/week) under the joint supervision of the faculty advisor and an approved preceptor. At the end of the internship, the student must submit a report and an evaluation of the internship.

UNC Honor Code

The principles of academic honesty, integrity, and responsible citizenship govern the performance of all academic work and student conduct at the University as they have during the long life of this institution. Your acceptance of enrollment in the University presupposes a commitment to the principles embodied in the Code of Student Conduct and a respect for this most significant Carolina tradition. Your reward is in the practice of these principles.

Your participation in this course comes with the expectation that your work will be completed in full observance of the Honor Code. Academic dishonesty in any form is unacceptable, because any breach in academic integrity, however small, strikes destructively at the University's life and work.

If you have any questions about your responsibility or the responsibility of faculty members under the Honor Code, please consult with someone in either the Office of the Student Attorney General (966-4084) or the Office of the Dean of Students (966-4042).

Read “The Instrument of Student Judicial Governance” (<http://instrument.unc.edu>).

Disability Accommodation

“UNC-CH supports all reasonable accommodations, including resources and services, for students with disabilities, chronic medical conditions, a temporary disability, or a pregnancy complication resulting in difficulties with accessing learning opportunities.

All accommodations are coordinated through the UNC Office of Accessibility Resources & Services (ARS), <http://accessibility.unc.edu>; phone 919-962-8300 or email accessibility@unc.edu. Students must document/register their need for accommodations with ARS before any accommodations can be implemented.”

Course Evaluation:

“HPM participates in the UNC-CH’s online course evaluation system, enabled at the end of the semester by Scantron Class Climate. Your responses will be anonymous, with feedback provided in the aggregate. Open-ended comments will be shared with instructors, but not identified with individual students. Your participation in course evaluation is an expectation, since providing constructive feedback is a professional obligation. Feedback is critical, moreover, to improving the quality of our courses, as well as for instructor assessment. For Fall 2014, the system will be open for students to complete evaluations from Nov. 28 – Dec. 10 (at midnight).”