LEADERSHIP IN COMMUNITY SERVICE LEARNING
PHM 191L – Fall 2019

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Regional IPE Coordinator
San Antonio
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Office Hours: Call or email for appointment

Course Unique Number(s): 58389
Classroom(s): AUS PHR 3.110; SAN McD 3.516
Class Days/Times: Selected Mondays, 8-9 AM

Course Information

Course Description:
This is a companion course to PHM 283S and 283T designed to prepare and support students who are project team leaders for the IPE population health projects using the “community of practice” concept.

The projects are developed based on the Institute for Healthcare Improvement model of improvement and the service-learning model. The population health projects involve the following components: (1) collaborate with a community-based organization (CBO) to address its identified need; (2) develop a project proposal with measurable objectives and achievable deliverables for approval; (3) complete interprofessional immersion experiences; (4) implement the project; (5) assess outcomes; (6) present findings to CBO and designated scholarly venue; (7) reflect on the experience. Successful project completion requires effective project management, communication, and leadership skills.

Course Prerequisites/Co-Requisites: Concurrent registration in PHM 283S in the fall semester and PHM 283T in the spring semester
Course Learning Objectives:

1. Develop skills necessary to achieve all phases of project management
2. Apply leadership skills working with team members and interprofessional collaborators to meet project deliverables
3. Demonstrate skills in problem solving, critical thinking, and conflict management
4. Form and sustain a community of practice in support of leading and managing population health projects
5. Assess one’s professional development in leadership and project management skills

Course Success: A student is expected to do very well in this course by attending class, actively participating, and growing his/her leadership and project management skills.

Course Website:
This course uses Canvas, a Web-based course management system in which a password-protected site is created for each course. Canvas will be used to distribute course materials, to communicate, and to post grades. Canvas is available at http://canvas.utexas.edu. Support is provided by the ITS Help Desk at 475-9400 Monday through Friday 8 am to 6 pm.

Course Communications:
Official course communications will take place in class, through e-mail and on the course Canvas website. Students are advised to configure their Canvas settings to forward course announcements to their official e-mail address. Canvas uses only the e-mail address listed on the official University of Texas directory, so please check the University’s online directory to ensure your e-mail address is listed correctly.

Course Video Recordings:
A video capture system will be used in this course. The video streams are offered as a supplement to lecture attendance, not as a substitute. Therefore, if technical problems preclude recording the lecture, the lecture will not be re-recorded, but students are still responsible for the content of the lecture. Lecture recordings will be available to you for the balance of the semester unless otherwise specified. Do not expect to have access after the semester is over.

Faculty and students utilizing class video recordings should be careful to not compromise the privacy of either themselves or other users (http://registrar.utexas.edu/students/records/ferpa), or the rights of the presenter. Students are free to make their own recordings of lectures unless specifically prohibited from doing so by the presenter. Any additional distribution of College- or student-generated recordings (regardless of format) is prohibited without the written and signed permission of the presenter and students identifiable on the recording. Likewise, all course materials developed by the faculty member (handouts, PowerPoints, etc.) are the intellectual property of that faculty member and cannot be distributed further without the permission of that faculty member.

Viewing video-streamed recordings of lectures can be streamed on campus or can be viewed off-campus using a DSL broadband connection. Your faculty are not in a position to troubleshoot your video-streaming problems, so please do not ask them to do so; rather, you should access the LRC’s help website at https://www.utexas.edu/pharmacy/help/ to address those problems. You will find additional information about the lecture capture system or can report technical issues at http://sites.utexas.edu/phr-lrc/
Course Policies

Course Grading Policies: Since there are no tests or examinations in this course, students will be evaluated based on attendance, in-class participation, actively engaged as team lead, and prompt completion of deliverables and project requirements. The actual deliverables will vary by project, and will be identified by the student and agreed upon by the course coordinator.

Course Grade:

Letter grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Score</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>89.50-100</td>
<td>A</td>
</tr>
<tr>
<td>79.50-89.49</td>
<td>B</td>
</tr>
<tr>
<td>69.50-79.49</td>
<td>C</td>
</tr>
<tr>
<td>59.50-69.49</td>
<td>D</td>
</tr>
<tr>
<td>&lt;59.50</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>10</td>
</tr>
<tr>
<td>In-class participation</td>
<td>20</td>
</tr>
<tr>
<td>Engagement level as team lead</td>
<td>30</td>
</tr>
<tr>
<td>Prompt completion / submission of project requirements</td>
<td>20</td>
</tr>
<tr>
<td>Self-assessments</td>
<td>20</td>
</tr>
</tbody>
</table>

Attendance:

Attending class session is mandatory. They are designed to guide team leads through the various phases of the project and provide a structure to support professional growth as a leader.

- Attendance at all in-class sessions is mandatory.

- Excused Absences. The only absences that will be considered excused are for religious holy days or extenuating circumstances due to an emergency. If you plan to miss class due to observance of a religious holiday, please let the course coordinator know at least two weeks in advance, preferably at the beginning of the semester. You will not be penalized for this absence, although you will still be responsible for any work you will miss on that day if applicable. Check with the course coordinator for details or arrangements.

- Requests for other absences must be submitted and approved in advance by the appropriate course personnel in each region. REQUEST FOR PERMISSION must be obtained by sending an email request via Canvas at least 2 weeks before the conference/event.
  - AUS students: contact Dr. Young
  - SAN students: contact Dr. Seltzer
For absences due to an emergency or illness, the student is responsible for contacting the appropriate course personnel by email in advance when possible, or immediately after where circumstance permits. Failure to notify course personnel promptly will result in an unexcused absence.
- AUS students: contact Dr. Young
- SAN students: contact Dr. Seltzer

Attendance at Professional Meetings. It is the student’s responsibility to ASK permission IN ADVANCE if they plan to attend a professional meeting that would necessitate missing an exam, assignment, or other required course activity. It is at the discretion of the course coordinator as to whether to grant permission and allow the student to make up any missed work.

Please do not assume that your request will be automatically approved. Each unexcused absence will result in a 10% reduction in the final course grade.

Classroom Expectations

It is your responsibility to attend the sessions and conduct yourself in a manner respectful to both faculty and fellow students in the classroom.
- **Cell phones.** Cell phones must be put away during class.
- **Laptops and other devices.** Computer device use during class is strictly limited to viewing course materials and taking notes.
- **Arrive to class on time.**
- **Do not schedule other engagements during this class time.**
- **Students who are engaged in any unproductive or disruptive activities or activities that are unrelated to the classroom session will be asked to leave the room.**

**Dress Code:** business casual

Academic Integrity

Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. See College Policies and Information, and University Policies and Information for more details.

Religious Holy Days

If you will miss a class, an examination, a work assignment or a project in order to observe a religious holy day, you must notify the course coordinator the first week of class so that arrangements for all such students can be made for the full semester.

Services for Students with Disabilities

Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities at 471-6259 (voice) or 232-2937 (video phone) or [https://diversity.utexas.edu/disability/](https://diversity.utexas.edu/disability/). All University rules concerning accommodations must be followed, including the student arranging for special accommodations *prior to each examination*. In the absence of such prearrangement, it will be assumed that the student is not requesting special accommodations for that exam, and will be expected to take the exam with the rest of the class at the regularly scheduled exam time.

Please provide a copy of the letter to the course coordinator and the office of the Associate Dean for Academic Affairs as soon as possible after receipt.
# Course Schedule

<table>
<thead>
<tr>
<th>#</th>
<th>Fall Dates</th>
<th>Meeting Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/9</td>
<td>WebEx; communication and etiquette; prepare project plan proposal</td>
</tr>
<tr>
<td>2</td>
<td>9/16</td>
<td>Leadership; community of practice model; project update; project management; prepare project plan proposal</td>
</tr>
<tr>
<td>3</td>
<td>9/23</td>
<td>Project update; managing teams; discussion</td>
</tr>
<tr>
<td>4</td>
<td>10/7</td>
<td>Project update; developing plan for immersions and deliverables; discussion</td>
</tr>
<tr>
<td>5</td>
<td>10/28</td>
<td>Strategies for managing project and deliverables</td>
</tr>
<tr>
<td>6</td>
<td>11/11</td>
<td>Strategies for managing project and deliverables</td>
</tr>
<tr>
<td>7</td>
<td>12/2</td>
<td>Preparing for action steps in spring</td>
</tr>
</tbody>
</table>