



School of Business

2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

3. COURSE NUMBER & NAME:

HLAD 3324-VC01, Health Professions Human Resource Management

4. TERM:

Fall 1, 2020

5. INSTRUCTOR:

Dr. John C Phelps II

6. CONTACT INFORMATION:

Cell Phone: 806.445.4134

WBU Email: john.phelps@waylnd.wbu.edu

7. OFFICE HOURS, BUILDING & LOCATION:

Virtual Office Hours- Will meet by appointment and access email 2X daily

8. COURSE MEETING TIME & LOCATION:

Meeting day & time: Online instruction on Blackboard

9. CATALOG DESCRIPTION:

Impact of external and internal environment upon the activities of personnel/human resource managers; functions including job requirements, planning, recruiting, retention, selection, development, evaluation, labor relations, discipline, compensation, safety, and health. Required to qualify to take the nursing home administrator licensure examination. Credit will not be awarded for both HLAD 3324 and MGMT 3324.

10. PREREQUISITE:

MGMT 3304.

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>Human Resource Management in Health Care</u>	McConnell	3rd	2020	Jones & Bartlett	9781-28415-5136	11/12/19

12. OPTIONAL MATERIALS

None

13. COURSE OUTCOMES AND COMPETENCIES:

- Explain correctly the regulations and laws dealing with actions by human resource managers in a health care setting.
- Analyze recruitment and employment alternatives available to effectively manage human resources in a health care setting.
- Demonstrate the intricacies of collective bargaining, arbitration, and alternative dispute resolution and the differing demands for health facilities.
- Interpret job descriptions unique to the health care field.
- Identify the manpower skills required in differing health care settings and their development and training requirements.

14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

16. DISABILITY STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

17. COURSE REQUIREMENTS and GRADING CRITERIA:

1. **Weekly Discussion Posts:** You will be required to participate in the discussion board forum using Blackboard as assigned in accordance with the syllabus. Discussion question responses are required to be posted no later than 10 p.m. (Central Standard Time (CST)) on Wednesday of the assigned week. Additionally, students are required to respond to one classmate to engage and influence forward thinking through class involvement in the discussion board.
 - a. **Initial Discussion Posts:** These posts must be a minimum of 5-7 sentences in length. You must use textual evidence to support your response.
 - b. **Response to Peers:** These posts must be a minimum of 3-5 sentences to receive credit.
2. **Weekly Quizzes:** Quizzes will be assigned weekly. Questions will come from the text according to required reading each week. Students will be required to complete quizzes by no later than midnight (CST) on Sunday of the assigned week. There will be **NO Makeups** for the weekly quizzes.

3. **Exams:** There will be two exams, a mid-term and a final covering the course material.

Requirement	Percent of Grade
Weekly DQ Posts	50%
Weekly Quizzes	20%
Exams	30%

Course Grading: The final grade will be determined in this manner:

Percent Equivalent	Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

17.1 Include Grade Appeal Statement: “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

18. TENTATIVE SCHEDULE

Week	Materials Covered
1 Monday 17-AUG-20	Introduction/Syllabus review Chapter 1: An Overview of Human Resources Chapter 2: How Human Resources Fits into an Organization Chapter 3: The Legal Framework of Contemporary Human Resources

	<p>Discussion Board Forum</p> <p>Weekly Quiz</p>
<p>2</p> <p>Monday</p> <p>24-AUG-20</p>	<p>Chapter 4: Human Resource Activities and Managers</p> <p>Chapter 5: The Manager-Employee Relationship</p> <p>Chapter 6: Position Descriptions</p> <p>Chapter 7: Directions in Employee Relations</p> <p>Discussion Board Forum</p> <p>Weekly Quiz</p>
<p>3</p> <p>Monday</p> <p>31-AUG-20</p>	<p>Chapter 8: Compensation and Benefits</p> <p>Chapter 9: Performance Appraisals</p> <p>Chapter 10: Succession Planning</p> <p>Chapter 11: Employee Training</p> <p>Discussion Board Forum</p> <p>Weekly Quiz</p>
<p>4</p> <p>Monday</p> <p>7-SEP-20</p>	<p><u>Complete Mid-Term Exam</u></p>
<p>5</p> <p>Monday</p> <p>14-SEP-20</p>	<p>Chapter 12: Department Managers and the Recruiting Process</p> <p>Chapter 13: Conducting a Successful and Legal Selection Interview</p> <p>Chapter 14: Managers and Employee Problems</p> <p>Chapter 15: Addressing Problems Before Taking Critical Action</p> <p>Discussion Board Forum</p> <p>Weekly Quiz</p>
<p>6</p> <p>Monday</p> <p>21-SEP-20</p>	<p>Chapter 16: Terminating Employees</p> <p>Chapter 17: Documentation</p> <p>Chapter 18: Ethics and Ethical Behavior</p> <p>Chapter 19: Impacts and Effects of Social Media</p> <p>Discussion Board Forum</p> <p>Weekly Quiz</p>

<p style="text-align: center;">7</p> <p style="text-align: center;">Monday</p> <p style="text-align: center;">28-SEP-20</p>	<p>Chapter 20: Relations with Labor Unions</p> <p>Chapter 21: Special Support: Human Resources Arbitration and the Use of Consultants</p> <p>Chapter 22: Maintaining an Effective Human Resources Department</p> <p>Discussion Board Forum</p> <p>Weekly Quiz</p>
<p style="text-align: center;">8</p> <p style="text-align: center;">Monday</p> <p style="text-align: center;">5-OCT-20</p>	<p><u>Final Exam</u></p> <p><i>Must be completed NO LATER than Friday, October 9th at Midnight</i></p> <p>Also, Please Complete Course Evaluation located in Blackboard</p>

19. ADDITIONAL INFORMATION

This syllabus is not a binding contract between the Professor and the Student. It is subject to change whenever the Professor deems the change will improve the course.

Please be sure to ask if you have questions or concerns during this course. Remember that, while you are a student, you are also teaching the class that which your education and experiences have taught you.

“This class will adhere to zero tolerance for using someone else’s work as your own.”