# Wayland Logo

Wayland Online

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**: Spring 1 (1st 8 WKS)

# **5. INSTRUCTOR**:

Mrs. Pamela Landis

# **6. CONTACT INFORMATION**:

Office phone: 940 696-0404

WBU Email: landisp@wbu.edu

# **7. OFFICE HOURS, BUILDING & LOCATION**:

 4110 Call Field Road. Wichita Falls, Texas 76308

 M/T/W/TH 7:30 a.m. - 4:30 p.m.

 FRI 8:00 a.m. – NOON

 Instructor will check email several times throughout the day and respond as quickly as possible including Saturday. Instructor will not be available on Sunday.

# **8. COURSE MEETING TIME & LOCATION**:

Course is conducted via Wayland Online. Students are able to access the course through BlackBoard at their convenience but must adhere to due dates and times found in the “Tentative Schedule” in the Course Information/Syllabus tab.

# **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** |
| --- | --- | --- | --- | --- | --- | --- |
| Human Resource Management in Health Care  | McConnell | 3rd | 2020 | Jones & Bartlett  | 9781-28415-5136  | 11/12/19 |

**This course includes an eBook** – a digital textbook that you paid for when you registered for the class. You will access the book by clicking on the link “Automatic eBook” in BlackBoard.

**If you wish to purchase a print textbook from another source, you may do so – but you must opt out of the eBook no later than January 19, 2021 by 10:00 PM CST or you will be charged the cost of the eBook.**

# 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**:

**Start Here email to Instructor 10 points**

**Discussion Board 300 points**

 **6 Weekly Discussion Board Posts 50 points each (40 original post, 5 for each response to classmate (2 required).**

 **Midterm Exam 225 points**

 **Final Exam 225 points**

 **Research Paper 240 points**

 **Total Points Available 1000 points**

**\*Failure to submit Midterm Exam, Final Exam or Research paper will result in failure of this course.**

 **900 – 1000 A**

 **800 – 899 B**

 **700 -799 C**

 **600 – 699 D**

 **Below 600 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

 Located in BlackBoard in the Course Info/Syllabus tab