**Wayland 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.

**Contact Information**

**Course**

: HLAD 3324 – VC01 – Health Professions Human Resource Management

**Campus**

: WBU Online

**Term/Session**

**:** Spring (2nd8weeks) 2024

**Instructor**

**:** Mrs. Pamela Landis

**Office Phone Number/Cell #**

**:** (940) 696-0404 office

**WBU Email Address**

**:** landisp@wbu.edu

**Office Hours, Building, and Location**

**:**

Monday – Thursday 7:30 a.m. CST – 4:30 p.m. CST, Friday 8:00 a.m. CST to Noon CST

**Class Meeting Time and Location**

**:**

Course is conducted online. Students are to access the course through Blackboard at their convenience **but must adhere to due dates and times** as indicated in the “Tentative Schedule” in the Course Information/Syllabus Tab.

**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.

**Prerequisite:**

MGMT 3304

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Human Resource Management in Health Care | McConnell | 3rd | 2021 | Jones & Bartlett | 9781-28415-5136 |

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Optional Materials**

**:** NONE

**Course Outcome 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.

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**Artificial Intelligence:**

* 1. **No use of any generative AI tools permitted.**
     1. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
     2. All assignments must be fully created, designed, and prepared by the student(s).
     3. Any work that uses generative AI will be treated as plagiarism.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria**

Start here email to instructor 10 points

Discussion Board 360 points (6 weekly DB posts (40 points for original post, 10 points for each response to classmates (2 required)

Midterm Exam 190 points

Final Exam 190 points

Research Paper 250 points

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

TOTAL POINTS AVAILABLE 1000 POINTS

**Student Grade Appeals**

**:** 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 to the 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.

**Tentative Schedule**

Located in BlackBoard in the Course Info/Syllabus Tab under “Tentative Schedule” Tab