

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 5340 <<VC01>> – Long Term Care Administration

Campus: << WBUonline >>

Term/Session: <<Spring 2 2026>>

Instructor: <<Dr. John C. Phelps II>>

Office Phone Number/Cell #: <<806.45.4134>>

WBU Email Address: <<john.phelps@wayland.wbu.edu >>

Office Hours, Building, and Location: <<Will meet by appointment and access email 2X daily >>

Class Meeting Time and Location: <<Online instruction via Blackboard >>

Catalog Description:

Principles and practices of administration in nursing homes and related long-term care facilities. Presented are theories on the aging process, medical terminology, illnesses and diseases encountered in long-term patients, industry profiles, life safety codes, planning requirements, operating structure and demands, financial management, administration and governance.

Prerequisite:

None

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Nursing Home Administration</u>	Mileski	8th	2023	Springer Pub. Co	9780-82614-8476

*This course is part of the **Pioneer Academic Access Program**. You will have access to an eBook, access code, and interactive learning material on the first day of class through your Blackboard course site. You will be notified via email with access instructions and additional information. If the course requires a physical book you can order at bookstore.wbu.edu. You can choose to opt-out, however if you do you will lose access to **EVERY class/material** and have to source through third party vendors.*

Optional Materials: <<List optional materials recommended to enhance student learning>>

Course Outcome Competencies:

- Assess the components of an effective nursing facility organizational design.
- Analyze an operating facility and develop an action plan for improved effectiveness of the facility.
- Determine environmental influences on nursing facility success and have an ability and skill to proactively respond to such influences.
- Evaluate productive relationships with key participants in nursing facility development.
- Formulate a comprehensive understanding of the capital structure, operating cycle, necessary cash flows and prospective payment considerations influencing contemporary nursing facilities

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](#)

Artificial Intelligence:

A. Generative AI tools usage encouraged and may be actively assigned in coursework.

- i. Use of generative AI tools is actively encouraged and incorporated in to specific assignments for this course.
- ii. Use of generative AI tools for assignments in brainstorming, content understanding, or revision to work is perfectly acceptable if cited and referenced properly in any submitted work for the course.
- iii. Use of generative AI is encouraged as long as students understand the use of generative AI in the course is to be an assistance tool and not the generator of

assignments and submitted work. Ultimately, all submitted work must still reflect student's own work, understanding, and analysis.

- iv. Specific parameters for generative AI usage provided by the instructor.
- v. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

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

<<Discussion Board Forum: The weekly discussion board assignments will have a deadline of Wednesday and Sunday due by 1159 p.m. CST of the assigned weeks. This class requires active class participation. **You must make substantive contributions to the threaded discussion each week.** Respond to some or all the starter questions and additional responses from your classmates to make at least 2 posts each discussion assignment. You can either support or refute the observations or hypothesis presented.

Exams: A mid-term exam will be given the 4th week of class and the final exam given on the last week of this course. These examinations will be unique for this course and in essay form.

Research Paper: An in-depth term paper project must also be developed on an approved topic encompassing extensive library and Internet research. Topics for papers must be pre-approved by the professor. **All papers must be written using the APA style.** The paper should be a minimum of seven pages of content, excluding cover sheet, abstract and references, and should utilize at least ten scholarly references. A simple compilation of the authoritative works on a subject will be necessary but insufficient to properly complete the project. A thorough analysis of the subject must be made with conclusions developed by the student. This paper is due no later than the seventh week of the scheduled term and will be worth 20% of the student's final grade. The paper will be submitted via SafeAssignment and via e-mail.

Requirement	Percent of Grade
Weekly Discussion	60%
Midterm	10%
Term Paper	20%
Final Exam	10%

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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

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Week	Materials Covered
1 Monday 23-MAR	Welcome to Long-Term Health Care Administration! Assignments: 1) <u>Introduction/Syllabus Review</u> 2) <u>Reading Assignments:</u> a. Learning to Manage the Health Care Organization: pp. 1-107 3) <u>Discussion:</u> a. Discussion Participation
2 Monday 30-MAR	Assignments: 1) <u>Reading Assignments:</u> a. Understanding the Departments and Managing Human Resources: pp. 108-209 b. Learning to Manage the Organization's Finances: pp. 210-255 2) <u>Discussion:</u> a. Discussion Participation 3) <u>Research Paper Topic Due</u>
3 Monday 6-APR	Assignments: 1) <u>Reading Assignments:</u> a. Depreciation and Budgeting: pp. 256-309 2) <u>Discussion:</u> a. Discussion Participation
4 Monday 13-APR	Assignments: 1) Mid-Term Examination
5 Monday 20-APR	Assignments: 1) <u>Reading Assignments:</u> a. Learning the Continuum of Long-Term Care: pp. 310-376 b. Learning the Continuum of Long-Term Care (cont): pp. 377-429 2) <u>Discussion:</u> a. Discussion Participation
6 Monday 27-APR	Assignments: 1) <u>Reading Assignments:</u> a. Building Your Resident Care Skills: pp. 430-541 2) <u>Discussion:</u> a. Discussion Participation
7	Assignments:

Monday 4-MAY	1) <u>Reading Assignments:</u> a. Putting the Systems Together: pp. 542-610 2) <u>Research Paper Due</u>
8 Monday 11-MAY	Assignments: 1) Final Examination <i>Must be completed NO LATER than Friday, May 15th at Midnight.</i> a. Also, Please Complete Course Evaluation located in Blackboard

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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 your education and experiences have taught you.

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

“Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study.”

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