VIRTUAL CAMPUS 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, lifelong learning, and service to God and humankind.

**3. COURSE NUMBER & NAME:**

HLAD 3324‐VC01, Health Professions Human Resource Management

**4. TERM:**

Summer, 2018 (May 28 – August 11)

**5. INSTRUCTOR:**

Mrs. Pamela Landis

**6. CONTACT INFORMATION:**

Office phone: (940) 696‐0404

WBU Email: landisp@wbu.edu

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

VIRTUAL CAMPUS

Monday – Thursday 8:00 a.m. to 8:00 p.m. via email Monday – Thursday 8:00 a.m. to 5:00 p.m. via telephone Friday 8:00 a.m. to Noon via email

Friday 8:00 a.m. to Noon via telephone

Instructor will monitor and respond to email as quickly as possible

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

Virtual campus as required

**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 | Fallon | 2nd | 2014 | Jones & Bartlett | 9781-44968-8837 | 8/27/14 |

**12. OPTIONAL MATERIALS**

None required

**13. COURSE OUTCOMES AND COMPETENCIES:**

 Know and employ 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.

 Understand theories of work force diversity and their application to work force development of a health facility.

 Appreciate the intricacies of collective bargaining, arbitration, and alternative dispute resolution and the differing demands for health facilities.

 Understand job descriptions unique to the health care field.

 Identify the manpower skills required in differing health care settings and their development and training requirements.

 Appreciate selected theories of health care resource motivation and the application of those theories.

**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:**

Grading Criteria:

|  |  |
| --- | --- |
| Participation in Discussion Board | 60% |
| Research Paper | 20% |
| Midterm Exam | 10% |
| Final Exam | 10% |

Grading Scale:

100 – 90 A

89– 80 B

79 – 70 C

69 – 60 D Below 60 F

W Approved Withdrawal

WP Approved Withdrawal Passing

WF Approved Withdrawal Failing

I Incomplete

**Class participation is a very important part of online education.**

**This class requires active participation.**

Other Important Information:

1. Assignments are due on the deadlines given when the assignment is posted.

2. Late assignments will not be accepted.

3. Written work, including Research Paper, is graded on the basis of content first, but also on the quality of grammar and punctuation.

4. All written assignments should be 12‐point type, double‐spaced, and using APA Manuscript Writing Style.

5. Questions concerning grades received should be resolved within one week after the assignment has been returned.

6. Unless noted as a group assignment, all work should be original work of the individual student.

7. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that academic honesty may result in a zero on the particular assignment.

8. Students will need to use the Internet to access some assignments.

**Reading** **Assignments:**

Reading assignments are to be completed on time (i.e., by the Wednesday of the week they are scheduled for discussion). You should be prepared to participate in online discussions about

the reading assignments.

**Discussion** **Board: NOTE:**

**In order for you to have a full weekend to complete your Discussion Board posts, the**

**Discussion Board will open on the Friday PRECEEDING the week the Discussion Board is due.**

There will be a discussion topic each week of class, with the exception of the final week. All initial posts must be submitted by Wednesday of each week by 10:00 p.m. CST and the follow up post to classmates must be posted by Friday of that same week by 10:00 p.m. CST each week. No discussion board will take place when the week is over.

Note:

Posting all your discussion answers on BlackBoard is a major requirement of this course. In this context, plagiarism will not be tolerated. (WBU policy on Dishonesty). You may view your peers work and postings to learn from one another, but you cannot copy their work. Students who have circumstances which preventing them from participating or completing an assignment on time must communicate with me in order to find reasonable accommodations to complete the required work.

There are specific assignments that must be completed each week. Your individual responses must be insightful, thorough, and interesting. These responses should demonstrate an understanding of the assigned readings and should be substantiated by two or more examples from the textbook and/or appropriate websites. Each response to your classmates should be substantive (“Good job” is not a substantive response).

**Midterm** **and** **Final** **Exam:**

The midterm exam is a short research project based upon information that is easily located on the internet regarding large corporations and their HR departments.

The final exam will consist of 20 questions that you will answer based upon the discussion

board post of yourself and classmates. Each must be in your own words summarizing what was said in the board regarding the question.

**Research** **Project:**

Students will research and write a paper on a topic that is Human Resource Management in Health Care based and is found in our text that is also of personal interest or importance to you. Papers must be submitted in APA format. The text of the paper must be a minimum of **six** pages **double spaced** (maximum of ten pages). A minimum of **five** peer reviewed journal articles must be cited in your paper. Papers must have an abstract and a bibliography. Papers must be submitted in Times New Roman 12 point font. Your topic must be pre‐approved by the instructor. Plagiarism shall result in a disciplinary action. Late papers will receive lower grades unless the instructor determines that there is a satisfactory reason for the late receipt.

Your paper is due at the end of Week 9 (**Friday, July 27th by 10:00 p.m. CST**) and must be submitted through **SafeAssign** (link will be provided).

The maximum amount of plagiarism allowed is 20% ‐ anything over this amount will result in a lower grade, and any paper with 50% or more will result in an automatic failure for the paper.

**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**

Will be provided in BlackBoard when course begins

**19. ADDITIONAL INFORMATION**

Faculty may add additional information if desired.