



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 4340-section number, Long-Term Health Care Administration

**4. TERM:**

Summer, 2019

**5. INSTRUCTOR:**

John C. Phelps II

**6. CONTACT INFORMATION:**

WBU Email: [john.phelps@wayland.wbu.edu](mailto:john.phelps@wayland.wbu.edu)

Cell phone: 806.445.4134

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

Virtual Office Hours: Will access email 2X daily

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

Online instruction with Blackboard

**9. CATALOG DESCRIPTION:**

Legal, social, and economic ramifications of directing a skilled, intermediate, or other long-term care facility.

**10. PREREQUISITE:**

None

**11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>UPDATED</b>
<u>Nursing Home Administration</u>	Allen	7th	2016	Springer	9780-82612-8546	3/16/16

**12. OPTIONAL MATERIALS****13. COURSE OUTCOMES AND COMPETENCIES:**

- Define the requirements for Nursing Home Administrators License and certification of nursing facilities.
- Identify key requirements for Texas State Nursing Home Licensure and Federal Laws and Regulations that govern the Nursing Facility.
- Identify the nine federal core knowledge areas required for nursing facility administrators.
- Identify the six content areas “Domain of Practice” for the National Licensure Examination.
- Explain the requirements for nursing facility admission as applicable to Medicaid and Medicare clients.

**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 discussion using Blackboard as assigned in accordance with the syllabus. Initial discussion responses are required to be posted no later than midnight (Central Standard Time (CST)) on Wednesday of the assigned week. Additionally, each student is required to reply to the responses of at least two other students no later than midnight (CST) on Sunday of the assigned week to engage and influence forward thinking, class involvement, and academic discussion. The students have a full week to complete weekly assignments; therefore, **no assignments will be accepted late.**
  - 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. **Exams:** Two exams will be given throughout the course.
  - a. **The mid-term exam** will be held during week 6 of this course.
  - b. **The final exam** will be held during the last week of class.
3. **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 five 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 tenth 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 Board	60%
Midterm	10%
Term Paper	20%
Final Exam	10%

**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
<p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><b>Monday</b></p> <p style="text-align: center;"><b>27-MAY-19</b></p>	<p style="text-align: center;">Welcome to Long-Term Health Care Administration!</p> <p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <u>Introduction</u></li> <li>2) <u>Syllabus Review</u></li> <li>3) <u>Reading Assignments:</u> <ol style="list-style-type: none"> <li>a. Become familiar with textbook in preparation of coming weeks</li> </ol> </li> <li>4) <u>Discussion:</u> <ol style="list-style-type: none"> <li>a. Discussion Participation</li> </ol> </li> </ol>
<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;"><b>Monday</b></p> <p style="text-align: center;"><b>3-JUN-19</b></p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <u>Reading Assignments:</u> <ol style="list-style-type: none"> <li>a. Learning to Manage the Health Care Organization: pp. 1-107</li> </ol> </li> <li>2) <u>Discussion:</u> <ol style="list-style-type: none"> <li>a. Discussion Participation plus Peer Response</li> </ol> </li> </ol>
<p style="text-align: center;"><b>3</b></p> <p style="text-align: center;"><b>Monday</b></p> <p style="text-align: center;"><b>10-JUN-19</b></p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <u>Reading Assignments:</u> <ol style="list-style-type: none"> <li>a. Understanding the Departments and Managing Human Resources: pp. 108-209</li> </ol> </li> <li>2) <u>Discussion:</u> <ol style="list-style-type: none"> <li>a. Discussion Participation plus Peer Response</li> </ol> </li> <li>3) <u>Research Paper Topic Due</u></li> </ol>
<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;"><b>Monday</b></p> <p style="text-align: center;"><b>17-JUN-19</b></p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <u>Reading Assignments:</u> <ol style="list-style-type: none"> <li>a. Learning to Manage the Organization’s Finances: pp. 210-255</li> </ol> </li> <li>2) <u>Discussion:</u> <ol style="list-style-type: none"> <li>a. Discussion Questions plus Peer Response</li> </ol> </li> </ol>

<p style="text-align: center;">5 Monday 24-JUN-19</p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <u>Reading Assignments:</u> <ol style="list-style-type: none"> <li>a. Depreciation and Budgeting: pp. 256-309</li> </ol> </li> <li>2) <u>Discussion:</u> <ol style="list-style-type: none"> <li>a. Discussion Questions plus Peer Response</li> </ol> </li> </ol>
<p style="text-align: center;">6 Monday 1-JUL-19</p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <b>Mid-Term Examination</b></li> </ol>
<p style="text-align: center;">7 Monday 8-JUL-19</p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <u>Reading Assignments:</u> <ol style="list-style-type: none"> <li>a. Learning the Continuum of Long-Term Care: pp. 310-376</li> </ol> </li> <li>2) <u>Discussion:</u> Discussion Questions plus Peer Response</li> </ol>
<p style="text-align: center;">8 Monday 15-JUL-19</p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <u>Reading Assignments:</u> <ol style="list-style-type: none"> <li>a. Learning the Continuum of Long-Term Care (cont): pp. 377-429</li> </ol> </li> <li>2) <u>Discussion:</u> a. Discussion Questions plus Peer Response</li> </ol>
<p style="text-align: center;">9 Monday 22-JUL-19</p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <u>Reading Assignments:</u> <ol style="list-style-type: none"> <li>a. Building Your Resident Care Skills: pp. 430-541</li> </ol> </li> <li>2) <u>Discussion:</u> a. Discussion Questions plus Peer Response</li> </ol>
<p style="text-align: center;">10 Monday 29-JUL-19</p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <u>Reading Assignments:</u> <ol style="list-style-type: none"> <li>a. Putting the Systems Together: pp. 542-610</li> </ol> </li> <li>2) <u>Discussion:</u> <ol style="list-style-type: none"> <li>a. Discussion Questions plus Peer Response</li> </ol> </li> <li>3) <b><u>Research Paper Due:</u></b></li> </ol>
<p style="text-align: center;">11 Monday 5-AUG-19</p>	<p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1) <b>Final Examination</b></li> </ol> <p><i>Must be completed NO LATER than Friday, August 9<sup>th</sup> at Midnight.</i> 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.”**

**“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.”**