# "WBUlogo"

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**:

Winter 2018

# **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

 Daily (Monday –Saturday): 8:00 a.m. to 8:00 p.m. via email

(Instructor will monitor and respond to email several times daily)

 Monday – Thursday: 8:00 a.m. to 4:30 p.m. via telephone

 Friday: 8:00 a.m. to 11:30 p.m. via telephone

# **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:

 Discussion Board (40 points each) 400 points

 Research Paper 300 points

(paper required to pass course)

 Midterm Exam 150 points

(midterm required to pass course)

 Final Exam 150 points

(final required to pass course)

TOTAL POINTS: 1000

Grading Scale:

 1000 – 900 A

 899 – 800 B

 799 – 700 C

 699 – 600 D

 Below 600 F

**Class participation is a very important part of online education. This class requires active participation.**

**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 to give you 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 week 5 (Midterm Exam), week

**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 located in BlackBoard

# 19. ADDITIONAL INFORMATION

 None

Faculty may add additional information if desired.