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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, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

HLAD 4340-VC01, Long-Term Health Care Administration

# **4. TERM**:

Winter, 2019

# **5. INSTRUCTOR**:

Lloyd L. Cannedy, Ph.D., Professor

# **6. CONTACT INFORMATION**:

Office phone: 940-855-4322

WBU Email: [lloyd.cannedy@wbu.edu](mailto:lloyd.cannedy@wbu.edu), [CanCo1@hughes.net](mailto:CanCo1@hughes.net)

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

Wichita Falls Campus, Call Field Center, By Appointment

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

Meeting day & time: Weekly, Monday – Sunday, Internet Blackboard, <https://wbu.blackboard.com/>

# **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**: Internet Access, PowerPoint, Valid Email Account

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Nursing Home Administration | Allen | 7th | 2016 | Springer | 9780-82612-8546 | 3/16/16 |

***NOTE:****VitalSource etextbook.*

Please keep in mind that VitalSource has to work with publishers to get your student copy so check your Wayland email daily.  A link may be provided in just a few hours, or it may take a few days.  For student access:

1.       Every Course in Blackboard has a link to eTextbook [Vital Source] embedded in the course menu, with basic instructions.

2.       Wayland encourages use of this textbook.  Printed copies will NOT be available through our bookstore.  Students can purchase via Amazon or similar vendor but the cost is usually substantially more expensive.

3.       Student will “register”, just like the Professor, to access their library.

4.       They will be able to read and interact with their textbook from that location.

5.       IF your course is a Cengage, Pearson, Norton with “access” to special materials [MyLab, Mindtap, special assignments, accounting, etc.] the Professor will set up the links to that in your Blackboard Classroom to be available on Day 1.  Students pay for the textbook and access via VitalSource but will need that special link to the special materials they need to access.  WBUonline can assist the student with this if help is needed.

# 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.

* 1. 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.
* 2. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
* 3. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.
* 4. Any student who has not actively participated in an online class prior to the census date for any given term 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.

# **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**:

Each week the student is to: (1.) read and study the assigned textbook chapters, (2.) visit the Professor’s lecture comments, (3.) work the quiz indicated under Weekly Content, and (4.) do the assigned Discussion Board requirement. The weekly quizzes are to be completed no later than Sunday by 11:55 p.m. CDT of the assigned week. The student may find his/her grades weekly by accessing the “grade book” found by clicking the Tools bar in the course menu. The students have a full week to complete the weekly assignments; therefore, **no assignments will be accepted late**. The total average of the weekly quizzes and discussion will constitute 20% of the final grade.

Two proctored examinations will be given. A mid-term examination will be held the 6th class and a final exam given on the last class. The two examinations will each constitute 20% of the student’s final grade.

A term paper, unique to this course and never before submitted for another course, will be required and the topic will be selected from a list of preapproved topics. The student will examine the topic in depth with extensive library and Internet research. The paper must be written utilizing the APA style of writing as required by the Wayland Catalog. A simple compilation of the authoritative works on the subject will be necessary but insufficient to properly complete the project. A comprehensive analysis of the subject must be made with conclusions developed by the student. The paper should be a minimum of 10 pages and no more than 15, contain a title cover sheet, an Abstract, and a bibliography. The paper will be submitted via SafeAssign at the Blackboard site. No Incompletes will be given. As the student has an entire week to complete each week’s assignment, no assignment will be accepted late and a grade of zero will be awarded for any missed work.

**Term Paper = 20%**

**Weekly Quizzes = 20%**

**Discussion Board = 20%**

**Midterm Exam =20%**

**Final Exam = 20%**

**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

Class Date Material Covered Pages

1 Nov 11th – 17th Introduction and Lecture One

2 Nov 18th – 24th Learning to Manage the Health Care Organization pp. 1-107

Nov 24th – 30th Thanksgiving Break

3 Dec 3rd – 8th Understanding the Departments and Managing Human

Resources pp. 108 – 209

4 Dec 9th – 15th Learning to Manage the Organization’s Finances pp. 210 – 255

5 Dec 16th – 22nd Depreciation and Budgeting pp. 256 – 309

Dec 22nd – Jan 5th Christmas Break

6 Jan 6th – 12th Mid-Term Examination

7 Jan 13th – 19th Learning the Continuum of Long Term Care pp. 310 – 376

8 Jan 20th – 26th Learning the Continuum of Long Term Care (cont) pp. 377 – 429

9 Jan 27th – Feb 2nd Building Your Resident Care Skills pp. 430 – 541

10 Feb 3rd – 9th Putting the Systems Together pp. 542 – 610

Term Paper and Analysis and Perspective Due

11 Feb 10th – 15 Final Examination

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.