

HCA 342 Health Care Human Resources Administration Course Syllabus

Instructor Information:

Mrs. Melanie Eaton

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***This is an online course. Therefore, upon day one of class, students are expected and required to have access to the required textbook(s), network/internet and a working computer.**

Course Description:

"This course explores human resource management issues experienced by supervisors within healthcare organizations. Course topics include core human resources management functions and skills (job analysis, recruitment, retention, selection, placement, training/education, performance evaluation, and compensation) related to clinical, administrative, and paraprofessional employees with the healthcare setting."

Prerequisite: HCA 340 or approval of instructor (may also be taken the same term).

Required Text:

Fried, BR & Fottler, MD (2008). *Human resources in healthcare: Managing for success*. Chicago, IL: Health Administration Press.

Course Goals and Objectives:

Goals:

1. Identify tasks of 'traditional human resource management' and 'strategic human resources management.'
2. Discuss contemporary issues regarding human resource management in modern health services organizations.
3. Familiarize students with major legal issues surrounding personnel and human resources.
4. Encourage students to examine their own expectations with regards to working in healthcare organizations.

Objectives:

- Have a basic familiarity with core human resource management activities (job analysis, recruitment, retention, selection, placement, training/education, performance evaluation, and compensation)
- Understand what constitutes effective interviewing techniques, both as a prospective employee and as employer
- Understand the concepts of hostile work environment, harassment, protected class, and their impact on the organization.
- Be able to identify different forms of compensation appropriate to salary, hourly, and independent types of employment.
- Have an understanding of the importance of documentation to any human resource actions

Class Information:

- Late Work: Late submissions will not be accepted.
- A calendar of assignments, instructions and due dates will be available on Blackboard. Assignments are not “received” until the instructor can open and read it.
- In the event that the University cancels classes, such as for severe weather or other emergencies, students will be expected to continue with assignments and exams as originally scheduled.
- Contacting Instructor: Please use university email to contact me. We can also schedule a meeting on the phone, zoom, etc. Please do not text me as I will not respond to text messages. If you do send an email or leave me a message, do not expect a response for 24-48 hours M-Th, 48-72 hours F-Sunday.

Evaluation and Grading:

Chapter Discussion Questions: 100 Points

Discussion Boards: 50 points

Project: 50 points

Exams: 75 points

TOTAL: 275

*One discussion board will be issued for up to 10 extra credit points.

Course Structure:

This course will include a variety of items that may include assigned and/or recommended readings, supplemental materials, lectures, knowledge assessments, discussion question assignments, discussion boards, and a project. Some general information is provided below and more detailed information will be provided on the course Blackboard website.

Chapter Discussion Questions: Students are required to answer the discussion questions provided at the end of each assigned chapter. While I am interested in your opinions, they should be bolstered by facts, theories, and published literature supported by citing a page number from your book or an apa reference for outside sources. Opinions matter, particularly when well argued! I expect to see intelligent responses that reflect an understanding of the material in the chapter. It is expected that each chapter will produce 1 to 2 pages of discussion question responses if using single spaced, 12 point, Times New Roman formatting. Failure of a student to adequately respond and reflect on **ALL** questions for a chapter will result in a grade of “0” for that particular chapter’s questions.

Project: Detailed guidelines and expectations are provided on Blackboard. This is a group exercise.

Exams Equivalents/Knowledge Assessment: Three are scheduled. These may consist of multiple choice, true/false, matching, short answer and/or essay. All knowledge assessments are open book, open note. They are not to be completed collaboratively with other students. Completing these assessments with other students will be considered academic dishonesty.

Attendance: Obviously, as an online class I cannot take roll. Your attendance is a function of completing assignments, discussion, and just accessing the website. *The system **does report** how often you ‘check in’ on the website for updates.* Please plan on viewing the course website 3 times during each week. Don’t just view the website on weekends!

Classroom Environment:

All students taking this course are expected to have read policies regarding *Academic Integrity*:

<http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/P1Policy/14AcademicOffenses.htm>

Student work may be checked using plagiarism detection software. Please be aware that plagiarism will not be tolerated under any circumstances. The penalty for plagiarism will be a zero for the assignment. If you have any questions as to what constitutes plagiarism, ask me! Furthermore, cheating on exams and/or assignments will not be tolerated, and the penalty is an automatic “0” for the test or an “F” in the course. This penalty works both ways. This means that if you copy someone else’s work OR allow someone else to copy your work then it is an automatic zero. Do not put yourself in this unfortunate situation—risking a poor grade does not begin to compare with getting an “F” for the entire course. Be advised that I will not hesitate to enforce this policy if necessary. This applies to **all** assignments including discussion board postings.

Students with disabilities who require accommodations: In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services (OFSDS) in DUC A-200 of the Student Success Center in Downing University Center. The OFSDS telephone number is 270-745-5004; TTY is 270-745-3030. Per University policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

Note from Instructor: I applaud each of you for making the decision to further your education and taking the necessary steps to complete a degree at Western Kentucky University. I am excited to have each of you as a student this semester and truly look forward to reading what you produce and seeing you further develop and expand in your knowledge and understanding of human resources in health care. I hope you have a wonderful semester!

M. Eaton