

## **Syllabus**

HCA- 342

Sections 701

### **Human Resource Management for Healthcare Managers**

Instructor: Amanda C. Waid, MHA

Email: amanda.waid@wku.edu

Course Location: Online

Course Duration: January 18<sup>th</sup> - May 5<sup>th</sup>, 2022

Semester: Spring 2022

**Objective:** This course is designed to introduce new and existing challenges that Healthcare Managers face every day in the department of Human Resources. Often, as a healthcare Administrator, we may not find ourselves working directly in a human resources department in some hospital, but instead, managing a small office or unit of a hospital. Therefore, as managers or administrators there are key ideals we must learn when it comes to communication and interaction with our employees. This course is designed to prepare you to understand the laws related to human resource management, as well as how to deal with current and upcoming challenges in the workforce.

**Textbook:** The textbook for this course is not required. However, if you learn easier by following a textbook, you may purchase the following as reference:

*Fundamentals of Human Resources in Healthcare. Bruce J. Fired and Myron D. Fottler as editors. 2011. Published by AUPHA. ISBN: 978-1-56793-363-5.*

### **Meeting with Instructor**

This is an online course. Students may contact the instructor via the online tools. I am an adjunct faculty member and do not have an office on campus. However, I can always arrange a phone call with you or arrange to meet you within the Department if the occasion is ever needed.

### **Course Requirements**

Students are expected to maintain high degrees of professionalism, commitment to active learning and participation in this online course. Students are expected to participate in all required online activities as listed on the course schedule. Students need to visit the course site

on the Blackboard at least every other day to read announcements, check the course schedule, and read/post discussion board messages. Overlooking the provided information is not an excuse for not knowing that information. Students are responsible for keeping up with and adhering to the due dates and other instructions.

Since COVID-19 and the PHE, I have divided the course into 3 modules of completion, instead of weekly deadlines. Each Module will be open for over a month. Students can work at a pace or complete all at once. Once the deadline ends, no assignments, quizzes, or exams will be able to be re-taken unless there is a valid reason. Please email the instructor if this occurs. All assignments in the module will have the same deadline.

All the assignments for this course should be submitted electronically through the Blackboard unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Students are expected to complete each assignment well before its deadline. Extensions will not be given except under extreme circumstances.

The maintenance of academic integrity is of fundamental importance to WKU. Thus, it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature. Violations of the student code of conduct will result in an F being assigned for this course.

### **Paper Assignments**

When we cover important topics in this course, I may ask for you to submit a paper. The assignment link will be made available within that content folder for the week that it is due. There will be specific instructions for each paper assignment listed in the description underneath the link for the assignment. However, please note that *all paper assignments are expected to be submitted with APA formatting and design*. We will cover some APA formatting ideas in the first few weeks of this course to ensure you have a great introductory understanding. Most medical and health-related scholarly articles are submitted in this format. Therefore, understanding this lay-out will allow each student to become more capable of submitted supreme work within this research field.

### **Discussion Boards**

Discussion Boards are great ways to spark debate on topics that we cover. Each student can present what they understand on the topic, and gain insight from the opinion of others. Discussion Boards should be kept in a formal and polite manner, remaining respectful of each student's point-of-view and understanding. Any rude or unnecessary remarks will be addressed and points deducted for that post. Furthermore, each student will be expected to submit an original post before being able to view any post from any other student. *The purpose of this is to*

*ensure that each student is submitting their own work and ideas and to provide the instructor with the understanding of each student's knowledge on the topics covered through-out the course.* If you reply is short and brief, it will not receive full credit for the discussion.

There will be a required number of responses. For example, I will most often ask that you participate in the discussion board and respond to a minimum of 2 other students. This would mean three posts total.

Lastly, the Discussion Board post is required to be written within the Discussion Board module, not submitted within a Word Document. Students are less likely to review your post if they must take the time to download it. Additionally, it makes grading the assignment more difficult, and requires space for having to be downloaded. Ultimately, points will be deducted for submitting an attachment as your post. If a word count is required, feel free to type the post in a Word Document, but please copy and paste it within the module to submit.

### **Submitted work**

*All submitted Assignments are required to be in a Word Document, in APA style-formatting, 12 point, Times New Roman Font, and Double-Spaced for easier grading.* Your name should be included on the document, and the semester/year for University records.

This course will contain a combination of Assignments, Tests, Quizzes, and extra credit opportunities. If you ever need to email me, please include the course number and the section. This is done automatically by emailing me through the Blackboard Course site, by going to Tools > Emails Users > Email Instructors. Please allow up to 48 hours for a response before re-emailing your question or concern, or before contacting other resources.

### **Assignments:**

There will be many assignments through-out this short course, so please pay attention to the deadlines and at minimum, get your assignments turned in on time.

The assignments for the week will be posted and announced each Monday, with assignments, discussion boards, quizzes, and/or exams will be due by midnight on the following Sunday.

### **Disability Policy**

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request

accommodations directly from the professor or instructor without a Faculty Notification Letter (FNL) from The Student Accessibility Resource Center.

## **Title IX**

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.

## Assignments

Week Number & Dates	Assignments	Points
<b>Module 1</b>		
Week 1	Review Syllabus - Syllabus Quiz Review	10
	APA formatting - APA Quiz	10
Week 2	Strategic Human Resource Management PP SHRM Quiz	25
Week 3	Healthcare Professionals PP Quiz	25
Week 4	Legal & Ethical Environment PP Quiz	25
Week 5	Recruitment, Selection, & Retention PP Quiz	25
Week 6	<b>Exam 1: Week 1 – 5</b>	100
<b>All Assignments are Due by 11:59pm on Sunday, February 27th</b>		
<b>Module 2</b>		
Week 7	Organizational Development & Training PP Quiz	25
Week 8	Employee Benefits PP Quiz	25
Week 9	Spring Break – No Class	
Week 10	Health, Safety, & Preparedness Quiz	25
Week 11	Organized Labor PP Quiz	25
Week 12	<b>Exam 2: Week 7-11</b>	100
<b>All Assignments are Due by 11:59pm on Sunday, April 10th</b>		
<b>Module 3</b>		
Week 13	Multi-Generational Workforce Quiz	25
Week 14	Performance Management & Compensation PP Quiz	25
Week 15	Technology in Human Resources PP Quiz	25
Finals Week	<b>Final Exam: Week 13 – 15</b>	100
<b>All Assignments are Due by 5:00pm, May 5<sup>th</sup>.</b>		
<b>Total Points Possible</b>		595