

## **Syllabus**

Wayland Baptist University  
Syllabus for  
Health Professions Human Resource Management (On-line)  
HLAD 3324

INSTRUCTOR: Mr. David Hernandez  
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CATALOG DESCRIPTION: HLAD 3324 – Impact of external and internal environment upon the activities of personnel/human resource managers; functions including job requirements, planning, recruiting, selection, training, development, evaluation, labor relations, discipline, compensation, safety, and health.

PREREQUISITES: MGMT 3304 or consent of instructor.

REQUIRED RESOURCE MATERIALS: Textbook: Human Resources in Healthcare 2ed.  
Authors: Fried, Fottler, and Johnson. Health Administration Press, Chicago/ AUPHA Press, Washington. ISBN # 1-56793-243-6 Library Resources: WBU-On-line Library Services

### **COURSE FINAL OBJECTIVES:**

During this course the student will be able to do the following:

1. Be able to describe and explain the development of human resources management.
2. Be able to evaluate current methods of job analysis, recruitment, selection, and training/development.
3. Be able to determine the best performance appraisal, promotion and separations methods.
4. Be able to discuss management's ethical, socially responsible, and legally required actions.
5. Be able to assess methods of compensation and benefits planning.
6. Be able to define the rights of employees and appropriate discipline processes and procedures.
7. Be able to analyze the role of strategic human resources planning in support of organizational mission and objectives.

### **INTERNET ACCESS:**

All on-line course students are required to have access to the Internet, an e-mail account and access to a computer with a Microsoft word processing capability. All information exchanges, homework assignments, exams, and other requirements for this course will be conducted via e-mail and/or e-mail attachments. Assignments are due no later than the first of the week following the week of the assignment. For example if the work for week one is read and submit answers to questions, then the work is submitted at the start of the second week.

NOTE: The web page/URL for this course is <http://www.wbu.edu/b/b08/>  
Use of anti-virus software for computers is highly recommended.

### **ATTENDANCE POLICY AND ASSIGNMENTS:**

This is an on-line course. Attendance is not taken, however, assignment and exams will be completed on or before the due date. If you are unable to complete an assignment on time, you should request an extension before the assignment is due.

### **SUBMISSION OF ASSIGNMENTS:**

Assignments will be submitted via the digital drop box.

1. The subject line will include the course number, course title, and the week; for example, HLAD 3324, Human Resources, Week 1 and your last name.
2. You are responsible for retaining copies of the submitted the weekly assignments.

## ACADEMIC HONESTY:

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of someone else's work as one's own work. See current Wayland Baptist University Catalog for penalties that may be applied to individual cases of academic dishonesty.)

## DISABILITY PROVISIONS:

It is the university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefit of, or be subject to discrimination under any educational program or activity in the University.

The Instructor will arrange for facilities, mode of instruction, and other accommodations, to the maximum extent to provide an equal learning experience for any disabled student.

**SIGNING INTO COURSE:** Each student will be required to e-mail the instructor [dhernandez@wbu.edu](mailto:dhernandez@wbu.edu) by Thursday, of the first week of class with the following information:

1. Submit your full name, telephone number, e-mail address and Wayland Student ID Number
2. A statement acknowledging that you have read and understand this syllabus.
3. Remember! All on-line course students are required to have access to the Internet, an e-mail account, and access to a Microsoft word processing capability. All information exchanges between instructor and student and assignments will be through e-mail.

## **SCHEDULE: Week of**

Aug 18 Read Chapter 1, Do Experiential Exercise 2 on page 24

Aug 25 Read Chapters 2 and 3. Do Experiential Exercise on page 41 and page 70

Sep 1 Read Chapters 4. Do Experiential Exercise on Page 110, Case 1

Sep 8 Read Chapters 5 and 6 Do Experiential Exercise on Page 125 Case 1

Sep 15 Read Chapters 7 and 8 Do Experiential Exercise on Page 222 Case

Sep 22 **Mid-term Exam**- you go on site and take the exam. It is open book but be sure you give yourself enough time to take it. If you go in just to look at it and then get out, it will lock you out and I will have to reopen it.

Sep 29 Read Chapters 9 and 10. Do Experiential Exercise on Page 244 Case

Oct 7 Read Chapters 11 and 12. Do Experiential Exercise on Page 326 Case

Oct 14 Read Chapters 13 and 14. Do Experiential Exercise on Page 354 Exercise 1

Oct 21 Read Chapters 15 and 16. Do Experiential Exercise on Page 397 Case

Oct 28 **Final Exam**. The final is open book and essay. Again, please note that if you go in and don't take the test while you are on line you will be locked out if you close the test to take later. So once in, stay in and take it.

## EXAMINATIONS:

The course is case based. However there are two online exams they are the mid-term and a final exam. Both exams are short essay. The mid-term exam will cover chapters 1 through 8 and the final exam will cover chapters 9 through 16. The students will be notified when the exams are available. Your cases will account for 20 per cent of the grade with the mid-term and final accounting for the remaining 80 percent of the grade

## IMPORTANT GRADE INFORMATION:

- A = 90 -100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 59 and below

I = an incomplete may be given to students who are passing, but have not completed some of the course requirements for reasons beyond the control of the student.

Letter Grade Criteria Defined:

A - At this grade level, the adult learner demonstrates insightful mastery of the course subject material and has achieved exceptional quality in precise understanding, and use of interdisciplinary courses and course key terms and theories in both written and oral communications format.

B - At this grade level, the adult learner exhibits professional competency and proper use of interdisciplinary courses and course subject material and demonstrates the skills to effectively use the key terms and theories of the course in both written and oral communications format.

C - At this grade level, the adult learner achieves a general understanding of the course subject material and demonstrates an adequate competency in the correct use of key terms and theories in both written and oral communications format.

D - At this grade level, the adult learner achieves a vague and minimally adequate understanding of the course subject material and demonstrates a marginal competency in the correct use of key terms and theories in both written and oral communications format.

F - At this grade level, the adult learner is unable to present a general understanding of the course subject material and demonstrates an inadequate competency in the correct use of key terms and theories in both written and oral communications format.

To graduate from WBU, students must complete the senior Exit Seminar course GRAD 4101. The Exit Seminar is designed to capstone an adult learners, discipline knowledge through the completion of a program portfolio of the completion of an approved research project. The research project retained from previous courses, particularly courses within the discipline, will aid the adult learner in completing the GRAD 4101 course. For more information on the Exit Seminar, GRAD 4101, speak with a WBU academic advisor or visit the web site at [http://www.wbu.edu/ak/exit/exit\\_seminar.htm](http://www.wbu.edu/ak/exit/exit_seminar.htm).