

SYLLABUS

1. Wayland Baptist University, Amarillo Campus, School of Business
2. 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: **HLAD 3324** – {VC01}, Health Professions Human Resource Management
4. Term: Fall 2009
5. Instructor: David O. Hernandez
6. Office Phone and email: (806) 371-5243 dhernandez@wbu.edu
7. Office Hours, Building, and Location M-F 8 to 5, Amarillo College: Byrd Business Building
8. Class Meeting Time and Location: On line M-S
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. Prerequisites: MGMT 3304 or consent of division.
11. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
<u>Human Resources in Healthcare</u>	Fried & Fottler	3ed	2008	Health Administration Press	978-1-56793-299-7	Spring 09

12. Optional Materials: None except computer access and Microsoft office word
13. Course Outcome Competencies:
Upon completion of this course, students should be able to:
 - 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: This is an on-line course. Although there is not a required attendance requirement in the traditional sense, it is imperative that assignments and exams to be completed on or before the due date. Also active participation in discussion forums will be considered in the overall grade
15. Disability Statement: “It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.”

16: Course Requirements and Grading Criteria: It is an online course. Therefore the online requirements are necessary to complete this course. That is having internet access, an active email account registered with the college and correct software to accommodate all school work

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

Tentative Schedule: (Calendar, Topics, Assignments) Week of

Aug 17 Read Chapter 1, Do Experiential Exercise 2 on page 24

Aug 24 Read Chapters 2 and 3. Do Experiential Exercise on page 41

Aug 31 Read Chapters 4.

Sep 7 Read Chapters 5 and 6 Do Experiential Exercise on Page 139 Case 1 and 2

Sep 14 Read Chapters 7 and 8 Do Experiential Exercise on Page 230 Case

Sep 21 **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 28 Read Chapters 9 and 10. Do Experiential Exercise on Page 252 Case 1

Oct 5 Read Chapters 11 and 12. Do Experiential Exercise on Page 315 Case

Oct 12 Read Chapters 13 and 14. Do Experiential Exercise on Page 356

Oct 19 Read Chapters 15 and 16. Do Experiential Exercise on Page 420 Exercise 1

Oct 26 **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.

18. Additional information as desired by the faculty member.

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.

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.)