Course Syllabus: **Healthcare Organizational Behavior**
College of Health Sciences and Human Services
HSAD 5103
Fall 2023 – 8/22/23 – 12/2/23

Contact Information
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Course Description
This course provides the foundation for understanding the complex profession of health services administration. Theoretical frameworks and empirical analyses are used to emphasize the health services administrator's role in health care. The course demonstrates how health administrators help both providers and recipients of health care.

Textbook & Instructional Materials
McConnell, CR (2014). Effective Health Care Supervisor. 9th ED. Jones & Bartlett. ISBN: 978-1284149449

Borkowski, N. & Meese, K. (2021). Organizational Behavior in Health Care. 4th Ed. Jones & Bartlett. ISBN: 978-1284183245

Student Handbook
Refer to: Student Handbook-2020-21

Academic Misconduct Policy & Procedures
Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.
Office of Student Conduct

Grading
Course Grade - List all graded assignments with their point value and or percentage of total grade. Letter Grade Scale indicate the overall points or % to letter grade scale for example 1270 to 1137 = A

Table 1: Points allocated to each assignment

Assignments	Points
Homework	640
Discussions	240
Final Exam	120
Total Points	1000

Table 2: Total points for final grade.

Grade	Points
A	900
B	800 to 899
C	700 to 799
D	600 to 699
F	Less than 600

Homework

The goal of the Writing Assignment is to help you apply and focus on information contained in the modules, and it should help you delve deeper into the theory surrounding the subjects covered in the module(s). Most Writing Assignments require a <u>minimum</u> of two unique (i.e., don't use the same references for each) peer-reviewed articles. Textbooks, magazines, newspapers, and trade journals are **NOT** peer reviewed. The professor will review each assignment using a rubric that will be posted in Module 1. Grading by the professor may take up to ten working days (weekends and holidays don't count toward the ten days). Students should use these comments to help them improve and correct their errors in the next Writing Assignment. Not correcting your errors signifies one of two things to the professor – you are either not clear as to what the error is, or you have not reviewed the comments. It is your responsibility, if you are not clear what the reason for any point deduction, to contact the professor for more details. During both the discussion and writing assignment the student should take on the role of a mid to upper-level administrator in a health care organization. Each module will contain a variety of questions that will be explored during a Writing Assignment and/or the discussions.

Discussions

Each module will have one discussion that may consist of questions or a case study. Whenever possible the professor will try to design cases and questions that will help you explore issues that will help you in your future career. Each module will contain a variety of questions that will be explored during the discussions.

Student responses should be provided in the text window within the discussion area and NOT as an attachment. Students are encouraged to type their responses in Word and copy/paste into the discussion response window.

Your responses must be carefully thought out, and draw upon the readings or other appropriate outside sources. For each discussion, students should post his/her discussion and also respond to others' posts (at least two classmates'). Initial discussion posts should include at least two peer-reviewed sources in addition to your text. Initial discussion posts should be between 250-300 words

and responses should be at least 75-150 words. Peer responses should include at least one peer-reviewed source. The points earned depend on your context, the quote of the literature, your response to others, etc. Responses to others' posts should be thoughtful and add to the discussion – a response of "I agree" will not earn any points. Online discussions are meant to replace in-class discussions.

Final Exam
The final exam is cumulative, online and will be timed. We will use Respondus Lockdown Monitor to proctor the exam and you will be video recorded. **More details as we get closer to the final exam.**

Late Work
All work **must** be turned in on time. Late work **will not** be accepted unless you have prior permission to turn it in late. Permission must be requested at least 3 days prior to the due date (e.g., if it's due on the 10th you must request permission to turn it in late by no later than the morning of the 7th). Permission will only be given if very unusual circumstances arise. Computer nor work issues count as unusual circumstances as you have plenty of time to complete each assignment. Don't wait until the last minute to complete your assignments as technical, family, or work-related issues should arise.

Academic Honesty
I assume that the written work you turn in reflects your own ideas and your own words, unless you specifically attribute them to another source. Very limited amount of quotation for written assignments is acceptable. When paraphrasing, appropriate acknowledgement of the ideas, works, writings, or opinions that you borrow must be stated. Academic dishonesty is not acceptable and is a breach of the student code of ethics.

Dishonesty includes, but not limited to:
1) Plagiarism
2) Submitting work that was not prepared by you (fraud)
3) Helping another student with their work when expressly prohibited (cheating).

TurnItIn: MSU takes plagiarism very seriously and the university has provided a multitude of resources to help students avoid intentional and non-intentional plagiarism. TurnItIn is an excellent plagiarism checker and runs a report each time you submit an assignment. You have access to a version of the report through the Assignments area and this report provides a similarity index. I encourage you to review your TurnItIn report as it highlights areas that need better paraphrasing. Many times it will also highlight resources and headers, so please ignore these as they are not of concern. I review the TurnItIn report for EVERY assignment and if I see concerns, I will contact you and we will discuss the situation. It is good practice to always paraphrase, cite and reference throughout most of your papers. While there are times when students like to provide direct quotes, please note that the majority of your paper needs to be written in your own words (paraphrased) with appropriate citation. Please let me know if you have questions.

AI Statement
Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into D2L**.**

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services.

College Policies

Campus Carry Rules/Policies
Refer to: Campus Carry Rules and Policies

Notice
Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Module	Task/Assessment	Start Date	Due Date
Module 1 - The Healthcare Setting; Organizational History and Theory	Getting to Know You Discussion	8/28/2023	9/2/2023
	Complete Plagiarism tutorial http://lib.usm.edu/plagiarism_tutorial/ Take the tutorial and email me the results.		
	Discussion 1: Initial Discussion Posting		
	In the getting started discussion answer the following questions: 1) What is the policy in the syllabus regarding late work? 2) When is the last date and time Writing Assignment #2 must be turned in by? 3) When is the last day and time Initial Discussion #6 must be turned in by?		
	Read: McConnell Chapter 1-4, 16 Read: Borkowski Chapter 1	8/28/2023	9/9/2023
	Discussion 1: Peer Responses		
	Writing Assignment 1		
Module 2 - Delegation, Empowerment, and Time Management	Discussion 2: Initial Discussion Posting	9/10/2023	9/16/2023
	Read: McConnell Chapter 5-7 Read: Borkowski Chapter 2, 3	9/10/2023	9/23/2023
	Discussion 2: Peer Responses		
	Writing Assignment 2		
Module 3 - Leadership & Communication	Discussion 3: Initial Discussion Posting	9/24/2023	9/30/2023
	Read: McConnell Chapter 8 -10, 19, 29 Read: Borkowski Chapter 4, 5, 9-12 Communication Channels Quiz	9/24/2023	10/7/2023
	Discussion 3: Peer Responses		
	Writing Assignment 3		
Module 4 - Motivation & Behavioral Theories; Performance Appraisals, and Problem Employees	Discussion 4: Initial Discussion Posting	10/8/2023	10/14/2023
	Read: McConnell Chapter 11-15 Read: Borkowski Chapter 6-8	10/8/2023	10/21/2023
	Discussion 4: Peer Responses		
	Writing Assignment 4		

	Last Day to Withdraw with a "W"		10/30/2022	
Module 5 - Decisions, Conflict, Meetings and Team Building	Discussion 5: Initial Discussion Posting		10/22/2023	10/28/2023
	Read: McConnell Chapter 17, 20, 23 Read: Borkowski Chapter 13-18		10/22/2023	11/4/2023
	Discussion 5: Peer Responses			
	Writing Assignment 5			
Module 6 - Organizational Change Mgmt, Quality Control	Discussion 6: Initial Discussion Posting		11/5/2023	11/11/2023
	Read: McConnell Chapter 18, 21, 22, 24 Read: Borkowski Chapter 20		11/5/2023	11/18/2023
	Discussion 6: Peer Responses			
	Writing Assignment 6			
	Thanksgiving Break		11/21/2022 through 11/26/2022	
Module 7 - Internal Organizational Development	Discussion 7: Initial Discussion Posting		11/19/2023	12/2/2023
	Read: McConnell Chapter 25-28, 30 Read: Borkowski Chapter 19		11/19/2023	12/2/2023
	Discussion 7: Peer Responses			
	Writing Assignment 7			
Module 8 - Course Reflection	Discussion 8: Initial Discussion Posting (viewable starting 11/28)		12/3/2023	12/9/2023
	Writing Assignment 8 Reflection Paper (viewable starting 11/28)		12/3/2023	12/9/2023
	Discussion 8: Peer Responses			
	Comprehensive Final Exam & Last day of Class		12/7/2023	

Course Schedule

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 9/18 to 9/24	Detailed instructions on the Activities and Assignments	Clearly posted Due Dates
Week 2 9/25 to 10/6		
Week 3 10/7 to 10/13		

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