



Course Syllabus: **Health Administration Problems**

College of Health Sciences and Human Services

HSAD 5163 X20 / Y21

Spring 2024 – 1/16/24 – 5/4/24

Contact Information

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Course Description

This course focuses on discussion, demonstrations and case analysis. It is an introduction to the basic principles of leadership and direction for those who are interested in supervision and management of health programs. The objectives include:

- Identify, describe and discuss the theoretical concepts of leadership in health organizations.
- Analyze and propose solutions for selected organization/management problems and cases in health organizations.
- Describe, apply and critique selected leadership skills through problem solving, role- playing and simulations relevant to health organizations. Develop an understanding of strategy, strategic approaches and strategic thinking.
- Select, analyze, summarize, critique and report on current events on leadership capabilities.
- Identify and describe leadership orientation, styles and strengths.

Required Textbooks and Materials:

Buchbinder, S. B., Shanks, N. H., Buchbinder, D., & Kite, B.J. (2023). *Cases in Health Care Management*. (2nd Ed.). Jones & Bartlett Learning. ISBN-13: 978- 1284180398.

Other Materials:

Supplemental readings and/or information may be made available at times during the course.

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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 (8 @ 85 pts each)	680
Discussions (8 @ 40 pts each)	320
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

Grade percentages (GP) will be calculated based on a student's accumulated points throughout the semester. The following point scale will be utilized for grading:

135-150 Points (90% or More)	A
120-134 Points (80%-89.99%)	B
105-119 Points (70%-79.99%)	C
90-104 Points (60-69.99%)	D

Students who accumulate below 104 points or 69% or below GP will earn an 'F'

Table 2: Points for Hybrid Y21

Assignments	Points
Homework (8 @ 85 pts each)	680
Discussions (8 @ 40 pts each)	320
Class Attendance (6 @ 20 pts each)	120
Total Points	1120

Grade percentages (GP) will be calculated based on a student's accumulated points throughout the semester. The following point scale will be utilized for grading:

1008-1120 Points (90% or More)	A
896-1007 Points (80%-89.99%)	B
784-896 Points (70%-79.99%)	C
672-784 Points (60%-69.99%)	D

Students who accumulate below 672 points or 59% or below GP will earn an 'F'

Note: It is important to know that obtaining 'C' or lower grade in the course may impact your enrollment in the program.

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 minimum 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

There is no final exam in this class.

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.

International Student In-Class Required Meetings

International Students Zoom/Meetings MA 106 1:00 - 2:00 PM CST
1/24/2022
2/7/2022
2/21/2022
3/7/2022
3/21/2022
4/4/2022
4/18/2022

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.

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	Getting to Know You Discussion Initial Discussion Post: Case Study Discussion #1	1/16/2024	1/27/2024
	Read Buchbinder et al: Part 1 (Case 1-11)	1/16/2024	1/27/2024
	Peer Discussion Responses		
	Writing Assignment 1		
Module 2	Initial Discussion Post: Case Study Discussion #2	1/28/2024	2/3/2024
	Read Buchbinder et al: Part 2 (Case 12-29)	1/28/2024	2/10/2024
	Peer Discussion Responses		
	Writing Assignment 2		
Module 3	Initial Discussion Post: Case Study Discussion #3	2/11/2024	2/17/2024
	Read Buchbinder et al: Part 3 (Case 30-46)	2/11/2024	2/24/2024
	Peer Discussion Responses		
	Writing Assignment 3		
Module 4	Initial Discussion Post: Case Study Discussion #4	2/25/2024	3/2/2024
	Read Buchbinder et al: Part 4 (Case 47-55)	2/25/2024	3/9/2024
	Peer Discussion Responses		
	Writing Assignment 4		
Spring Break		3/10/2024	3/16/2024
Module 5	Initial Discussion Post: Case Study Discussion #5	3/17/2024	3/23/2024
	Read Buchbinder et al: Part 5 (Case 56-62)	3/17/2024	3/27/2024
	Peer Discussion Responses		
	Writing Assignment 5		
Last Day to drop for a "W"		3/25/2024	3/25/2024
Spring Break		3/27/2024	4/1/2024
Module 6	Initial Discussion Post: Case Study Discussion #6	4/1/2024	4/7/2024
	Read Buchbinder et al: Part 6 (Case 63-77)	3/28/2024	4/10/2024
	Peer Discussion Responses		
	Writing Assignment 6		
Module 7	Initial Discussion Post: Case Study Discussion #7	4/11/2024	4/17/2024
	Read Buchbinder et al: Part 7 (Case 78-91)	4/11/2024	4/24/2024
	Peer Discussion Responses		

	Writing Assignment 7		
Module 8	Initial Discussion Post: Case Study Discussion #8	4/25/2024	5/1/2024
	Read Buchbinder et al: Part 8 (Case 92-98)		
	Read Buchbinder et al: Part 9 (Case 99-102)		
	Peer Discussion Responses		
	Writing Assignment 8		