



Course Syllabus: Health Care Organization Behavior & Management
Health Administration
HSAD 3103 x 10
Fall 2024

Contact Information

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Course Description

The learning experience and directed readings in this course will provide students a framework to the healthcare organization. By the end of this course, you will have been exposed to many management ideas, theories, and applications. We will learn from each other through class discussions and personal experiences via online. Your own job and personal health care experiences are relevant and will be a valuable source to individual learning and to the learning opportunities of the entire class.

Course Objectives

Health Care Organization Behavior provides an overview of how health institutions are organized and governed, the role of management, and the systems designed for an effective operation. The purpose of this course is to enable students to accomplish the following:

1. Learn concepts and theories in health care organizations.
2. Identify attributes of effective health care delivery.
3. Understand key systems necessary for health care delivery.
4. Identify key elements of financial information and the importance of the concepts in providing care.
5. Identify legal and ethical issues affecting the healthcare industry.
6. Define human capital.
7. Define health policies and how they contribute to our roles in the organization.
8. List potential barriers to providing care.
9. Develop an understanding of integrated medicine.
10. Identify ways that leaders can improve health in the community.

Textbook & Instructional Materials

1. American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). Washington, D.C.: American Psychological Association. ISBN-978-1-4338-3215.
2. Shiver, J. & Cantiello, J. (2015). *Managing integrated health systems*. Jones & Bartlett Learning. ISBN 978-128404492

Study Hours and Tutoring Assistance

Contact the instructor if you require assistance.

Student Handbook

Refer to: Student Handbook 2024-2025

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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](#)

AI

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.

Grading

All exams, quizzes, and assignments are categorized and weighted. This score will be converted to a letter grade as outlined.

Table 1: Weighted percentage allocated to each assignment

Assignment	Weight
Weekly Discussion Board Questions	20%
Weekly Quizzes	20%
Literature Review	10%
Mid-Term Project	25%
Final Comprehensive Exam	25%

Table 2: Final Grade Conversion

Grade	Points
A	90- 100
B	80-89
C	70-79
D	60-69
F	Less than 60

Homework

Students are expected to read the weekly material and be prepared to discuss the material on the Discussion Boards. Students are expected to actively participate in class discussions and complete all assessments.

Assignments for this course include:

1. Weekly discussion questions based on textbook material.
2. Weekly, timed quizzes based on textbook material.
3. One literature review submission.
4. A mid-term project submission (presented in a slide deck such as Power Point, Canva, etc.).
5. A final comprehensive exam.

Weekly Discussion Questions

Each student is responsible for responding to posts on the discussion board. The questions will be based on material from your textbook.

Discussion questions will be available beginning on Sunday. Your response should be posted by Wednesday at 11:59 pm (CST) and **MUST** use (and cite) sources to support your posts. A minimum of **TWO** sources are required in your response and you may use your textbook as one of the sources. High quality, thoughtful, appropriate responses are expected.

In addition, you are expected to respond to two of your peer's posts by Saturday at 11:59 pm (CST), again, using and citing a minimum of one source to support your response. You must respond to any questions asked by your peers related to your original posts. Open discussion is encouraged. Keep in mind that we all have varying opinions so please keep your discussions professional and respectful.

To make this discussion format work smoothly, students should become familiar with techniques to follow existing electronic discussion threads and to open new discussion threads.

Weekly Quizzes

Each student is responsible for completing a weekly timed quiz by Saturday. The questions will come directly from the weekly readings. The quizzes will be available by Wednesday each week; however, the student has until Saturday to take the timed quiz. The student will be able to use the textbook during the quiz but I strongly encourage you to read the chapters thoroughly prior to attempting the exam. Each of the quizzes are timed (45-60 minutes depending on the length of the quiz) limiting the amount of time you will have to look in the text for assistance during the exam.

Literature Review Submissions

Each student will read the article shown in the schedule and complete a 2–3-page (excluding cover page and reference) review of the articles using APA guidelines. The article will be provided.

Identify the following when reading the articles, this makes it easier to write the review.

1. Objectives: what does the article set out to do?
2. Concepts: what are the central concepts? Are they clearly defined?

3. Argument: what is the central argument? Are there specific hypotheses?
4. Evidence: is evidence provided? How adequate is it?
5. Conclusion: a brief overall assessment.

The lit review will be graded on the following criteria (see rubric listed under Files):

1. An initial identification of the article (author, title of article, title of journal, year of publication, and other details that seem important), and an indication of the major aspects of the article you will be discussing.
2. A critical discussion of 2-3 key issues raised in the article. This section is the core of your review. You need to make clear the author's own argument before you criticize and evaluate it). You may also want to indicate gaps in the author's treatment of a topic.
3. A final evaluation of the overall contribution that the article has made to your understanding of the topic (and maybe its importance to the development of knowledge in this particular area or discipline, setting it in the context of other writings in the field).
4. APA format – APA formatting requires the minimum sections: the title page, main section, and references list.
5. Content and grammar will affect the grade.

Lit Review due September 22, 2024:

Shrank, W. H., DeParle, N.-A., Gottlieb, S., Jain, S. H., Orszag, P., Powers, B. W., & Wilensky, G. R. (2021). Health costs and financing: Challenges and strategies for a new administration. *Health Affairs*, 40(2), 235–242. <https://doi-org.msutexas.idm.oclc.org/10.1377/hlthaff.2020.01560>

***A sample Literature Review written in APA format is provided as a guide on your Course Home page under the Literature Review tab.**

You do not need to use any other source other than the article.

Project Required (Mid-Term Exam)

There are seven interviews at the end of the textbook. Select one of the interviews for your project. Read the interview and create a slide deck presentation (such as Power Point, Canva, etc.) to include the following information:

1. The presentation should be a maximum of 10-12 slides (including your cover slide and one slide with references).
2. Provide details on the interviewee (e.g., name, position, background in the industry).
3. An overview of the interview.
4. Provide at least three key points or takeaways for future healthcare leaders.
5. Information or details that you were surprised to learn about the industry.
6. Compare the information from the interview to information gleaned from your textbook chapters.
7. Locate at least one external article that either supports or opposes the position of the interviewee. Describe how this affects the key points you provided.
8. Reference using APA formatting.
9. Submit your project by October 20, 2024 by 1159 pm (CST) on D2L.

**** This project is your Mid-term Exam**

Final Exam

There will be a final comprehensive exam for this course based on the reading material from the textbook (chapters 1-14). The exam is worth 25% of the final grade for this course.

Extra Credit

There will be one extra credit discussion post available in Week 14 (the final week of classes). You do not have to participate in the post, but if you do, please note the due dates for the post. This will be the only extra credit available in the course.

Late Work

Late work is not accepted in this course. Please contact your professor if there are extenuating circumstances prior to the due date.

Make Up Work/Tests

Make up work is not accepted in this course.

Important Dates

Classes begin: August 26, 2024

Last day for term schedule changes: August 28-29, 2024

Deadline to file for December graduation: September 23, 2024

Last Day to drop with a grade of "W:" November 25, 2024

Last Day of Classes: December 6, 2024

Final Exam: December 6-8, 2024

December Commencement: December 14, 2024

Refer to: [Drops, Withdrawals & Void](#)

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.

Attendance

This course requires the student to log into D2L weekly to complete assignments. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

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](#).

Instructor Class Policies

In health care, we are often presented with issues that have more than one possible course of action. To make the coursework more meaningful, there will be discussion boards that encourage each of you to present your own perspectives and apply your knowledge to address some of those challenges. Keep in mind that we all have varying opinions so please keep your discussions professional and respectful.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

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](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

Notice

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

Course Schedule

Please review the course schedule for due dates for each of your assignments this semester. Each assignment is available prior to the due date to allow for more flexibility when completing. However, the assignments must be submitted no later than 11:59 pm (CST) on the due date.

Course Schedule

Date	Readings Book and Chapters	Discussion Question entry by Wednesday 11:59 pm	Responses to discussion questions by Saturday 11:59 pm	Weekly quiz by Saturday 11:59 pm	Other Due Dates
<u>Week 1</u> Aug 26 – Sept 1	Chapter 1: Integrated Healthcare Delivery Models			Aug 31	Sept 1, 2024 Please provide a brief introduction of yourself on the Discussion Board.
<u>Week 2</u> Sept 2 – Sept 8	Chapter 2 Info Systems	Sept 4	Sept 7	Sept 7	
<u>Week 3</u> Sept 9 – Sept 15	Chapter 3: Managing Access to the Healthcare System	Sept 11	Sept 14	Sept 14	
<u>Week 4</u> Sept 16 – Sept 22	Chapter 4 Behavioral Economics	Sept 18	Sept 21	Sept 21	September 22 Lit Review Due Shrank, W.H., DeParle, N., Gottlieb, S., Jain, S.H., Orszag, P., Powers, B. & Wilensky, G.R. (2021). Health costs and financing: Challenges and strategies for a new administration. <i>Health Affairs</i> , 40(2), 235-242.

Date	Readings Book and Chapters	Discussion Question entry by Wednesday 11:59 pm	Responses to discussion questions by Saturday 11:59 pm	Weekly quiz by Saturday 11:59 pm	Other Due Dates
<u>Week 5</u> Sept 23– Sept 29	Chapter 5 Financial Info	Sept 25	Sept 28	Sept 28	
<u>Week 6</u> Sept 30 – Oct 6	Chapter 6 Legal Landscape	Oct 2	Oct 5	Oct 5	
<u>Week 7</u> Oct 7– Oct 13	Chapter 7 Managing Human Capital	Oct 9	Oct 12	Oct 12	
<u>Week 8</u> Oct 14 – Oct 20	Chapter 8 Managing Human Capital	Oct 16	Oct 19	Oct 19	
Oct 20, 2024	Mid-Term Project DUE: Upload Slide Deck to D2L				

Date	Readings Book and Chapters	Discussion Question entry by Wednesday 11:59 pm	Responses to discussion questions by Saturday 11:59 pm	Weekly quiz by Saturday 11:59 pm	Other Due Dates
<u>Week 9</u> Oct 21 – Oct 27	Chapter 9 The Journey of Quality	Oct 23	Oct 26	Oct 26	
<u>Week 10</u> Oct 28– Nov 3	Chapter 10 Health Policy	Oct 30	Nov 2	Nov 2	
<u>Week 11</u> Nov 4 – Nov 10	Chapter 11 The Ethics of Healthcare reform	Nov 6	Nov 9	Nov 9	
<u>Week 12</u> Nov 11 – Nov 17	Chapter 12 Healthcare in Rural America	Nov 13	Nov 16	Nov 16	

Date	Readings Book and Chapters	Discussion Question entry by Wednesday 11:59 pm	Responses to discussion questions by Saturday 11:59 pm	Weekly quiz by Saturday 11:59 pm	Other Due Dates
<u>Week 13</u> Nov 18 – Nov 24	Chapter 13 Integrative Medicine	Nov 20	Nov 23	Nov 23	
THANKSGIVING HOLIDAY NOV 25 – Dec 1 No Assignments due for this Course					
<u>Week 14</u> Dec 2 – Dec 6	Chapter 14 Population Health	Extra Credit Post: Dec 4	Extra Credit Response: Dec 6	<u>NONE-</u> Material from Chapter 14 will be included on the Final Exam	Prepare for Final Comprehensive Exam: Chapters 1-14
Dec 6, 2024	Final Exams Begin: Final available December 4– December 8				