



Course Syllabus
College of Health Sciences and Human Services
Health Care Personnel HSAD 4123
Fall 2022

Contact Information

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Course Description

This is an undergraduate course, designed to introduce students to the essential role of human resources management (HRM) within health care organizations. The degree to which healthcare organizations manage human resources will, to a great extent, determine the success of the organization. The course serves as a comprehensive foundation for those aspects of human resource planning, development, and administration vital to the human resource manager, line managers, and senior leaders. Primary functional areas of HRM will be explored.

Course Objectives

- Part I Introduction
 - Chapter 1 What is Human Resources Management (HRM)?
 - Chapter 2 Human Resources-Related Law
- Part II Staffing the Organization
 - Chapter 3 Designing Jobs
 - Chapter 4 Recruiting, Selecting, and Hiring a Health Care Workforce
- Part III Training and Developing the Organization
 - Chapter 5 Careers in the Health Industry
 - Chapter 6 Employee Benefits
 - Chapter 7 Developing and Retaining Health Care Employees
- Part IV Employee Relations
 - Chapter 8 Labor Unions and Health Care
 - Chapter 9 Terminating Health Care Employees
- Part V Long-Term Planning in HR
 - Chapter 10 Trends in Health Care HRM
 - Chapter 11 Strategic HRM

Through the text readings, PowerPoint presentations, journal articles, videos, tests, written assignments, and discussions the student will:

1. Review and understand job descriptions for the major groups of employees working in health care such as physicians, nurses (RN and LPNs), and others. Review career paths in health care.
2. Explore relevant employment laws and how they impact the organization
3. Create executive decision-making strategies, as applied to human resources management
4. Establish organizational workforce plans, in alignment with organizational goals and objectives
5. Establish staff training and development programs, in alignment with organizational goals and objectives
6. Implement successful recruitment, onboarding, and retention processes including job analysis and design
7. Explore total compensation packages including health benefits
8. Evaluate workforce productivity
9. Understand and value the strategic role of human resources management in a health care organization as well as future trends
10. Understand and value the role of human resources in effectively managing organizational transformation
11. Understand and value the impact of workforce diversity, technology and globalization on health care

Textbook & Instructional Materials

Niles, N. J. (2020). *Basic concepts of health care human resource management*. (2nd Ed.). Jones and Bartlett Pub ISBN: 9781284149463

Assigned articles and videos in Desire-to-Learn (D2L).

Note: Student is responsible for completing all assignments listed in the D2L weekly module including but not limited to text, articles, videos, discussions, tests, and other assignments as noted.

Course Structure and Format

This course will be presented via D2L using a traditional lecture-style format with text, articles, videos, assignments, as well as class discussions. Students are expected to express opinions, ask questions, and challenge each other and the instructor in a respectful and thoughtful manner.

Writing will also be a central feature of the course. Students will be expected to complete writing assignments and discussion questions posted on D2L by the instructor. The instructor reserves the right to assign additional readings from time-to-time.

Student Handbook

Refer to: [Student Handbook 2021-22](#)

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 that is not the individual's own). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

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. A very limited amount of quotation and paraphrasing for written assignments is acceptable. Appropriate acknowledgment of the ideas, works, writings, or opinions that you borrow must be stated. Your goal should be to never use quotations. You should put quotes into your own words so that it is obvious to the reader that you understood what you read and that you can relate it directly to your topic. Uncited and/or unnoted quotes are never acceptable, and points will be deducted. Academic dishonesty is not acceptable and is a breach of the student Code of Ethics. Dishonesty includes 1) plagiarism*, 2) submitting work that was not prepared by you (fraud), and 3) helping another student with his or her work when expressly prohibited (cheating).

***Plagiarism:** Includes using direct quotes or sections of writing from other authors (this includes fellow students) without the appropriate notations and/or citations OR rewording portions of another author's paper without appropriate citations. All written assignments for this class will be submitted to a computer-based review to assess it for evidence of plagiarism. For information on plagiarism go to: <http://www.plagiarism.org/article/what-is-plagiarism>

Grading

Assignments	Points
Discussions (D) (1 point initial response + 1 point comment on two other student responses)	25
Written Assignment (WA) (15 points each)	30
Quiz	15
Exam (FE)	30
Total Points	100

Total points for final grade

Grade	Points
A	90-100 points

Grade	Points
B	80-89 points
C	70-79 points
D	60-69 points
F	Below 60 points

Student Assignments

Good grammar is essential when attempting to communicate via written documents, so grammar issues will result in an automatic deduction depending on how hard it is for me to interpret your meaning.

Writing Assignments (WA)

Review guidance in the D2L classroom. There will be two such assignments which focus on completing applied tasks within a given scenario. Each WA must have a minimum of **two (2)** referenced, peer-reviewed articles from an academic journal. This does NOT include the textbook, commercial or government websites. Students will lose points for each missing peer-reviewed reference. If you are not sure if a journal is peer-reviewed, go to its homepage and check the author's instructions. That will tell you if it is a peer-reviewed journal. If you cannot find author's instructions, then it is probably not a peer-reviewed journal.

The instructor will review each WA, point out its strengths and offer suggestions for improvements within ten (10) working days of its submission. The student will approach his or her work in the role of an HR Manager.

By enrolling in this course, the student expressly grants Midwestern State University (MSU) a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes. MSU makes Turnitin available to the instructor for the purpose of verifying the originality of a student's work.

Each WA must be submitted in Microsoft WORD and should show as a .doc or a .docx. It is your responsibility to check to see if the file uploaded properly and that it uploaded in the correct format (.doc or .docx). If I cannot open the document, it is the same as if you did not submit it. If you have difficulty uploading a document, you should contact the tech folks for help (check your main class page for the help link).

The WA must be written in APA style (see the APA manual or OWL for more explanation) and double-spaced in Times New Roman 12 Font. The WA must have an appropriate cover page (name, class, etc.) with each page of the paper numbered. An abstract is not necessary. A running header is not necessary. A references page should be double spaced with the second line of each entry

indented. Failure to follow the above format will result in an automatic subtraction of points from the final grade for the WA.

The instructor will enable Turnitin. Be careful not to use too much quoted or cited material as this may impact your Turnitin score.

Discussions

To receive full credit for the discussions, you must first answer the instructor-posed questions and then respond to at least two (2) other students. Discussions are due by Sunday, 11:59 pm, each week. Saying "I agree" or "That's a great point" does not count as a response. The response must be carefully thought out and draw upon the readings or other appropriate outside sources. One goal of the class is to interact with others within the same timeframe. Therefore, make-up discussion work is not acceptable after the due date.

Tests

There will be a quiz and a final exam. Both are online multiple choice and true/false and will be timed from the start of the test. These are closed book tests. The final exam is cumulative. Please review news items posted by the IT staff on the Lockdown Browser and direct any specific questions to IT. This is accessible through D2L in the assessment section. You do not need a proctor but will need a computer with a webcam. Exams will be taken via Respondus. <https://web.respondus.com/he/lockdownbrowser/>

Late Work

ALL assignments must be turned in on time or you will receive a grade of zero. If you have an emergency arise, you must ask for permission to turn your work in no later than three (3) days prior to the due date of the assignment. Work does not count as an emergency. So, DO NOT WAIT until the last hour to turn in your work. This is especially important if you have had prior difficulties uploading your documents.

Do not email the instructor if you have a technical difficulty such as being unable to upload a document. Email tech support for help immediately as they are online after normal campus work hours and can help you upload it. If the problem is on our end and the distance education tech support cannot fix it quickly, they will let the instructor know.

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.

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.

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 may 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](#).

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from MSU may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid 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. 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 (ADA) of 1990, MSU 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 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 MSU 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.

Schedule

Note: Student is responsible for completing all assignments listed in the D2L weekly module including but not limited to text, articles, videos, discussions, tests, and other assignments as noted.

August 22-28	Chapter 1 What is Human Resources Management?
August 29-Sept 4	Chapter 2 Human Resources-Related Law
September 5-11	Chapter 3 Designing Jobs
September 12-18	Chapter 4 Recruiting, Selecting, and Hiring a Health Care Workforce
September 19-25	Writing assignment on application of chapters 1-4. Scenario details will be provided. Due Sunday night, Sept 25 by 11:59 pm. See section on Writing Assignments in this syllabus.
Sept 26-Oct 2	Chapter 5 Careers in the Health Industry
October 3-9	Chapter 6 Employee Benefits
October 10-16	Quiz on chapters 1-6. Quiz will be 30 multiple choice and true/false questions. Friday, October 14 , 12:01 am – 11:59 pm, 90 minutes from start of quiz. See test section of this syllabus.
October 17-23	Chapter 7 Developing and Retaining Health Care Employees
October 24-30	Chapter 8 Labor Unions and Health Care
Oct 31-Nov 6	Chapter 9 Terminating Health Care Employees
November 7-13	Writing assignment on application of coursework. You will be provided a specific scenario. Due Sunday night, Nov 13, by 11:59 pm. See section on Writing Assignments in this syllabus.
November 14-20	Chapter 10 Trends in Health Care HRM
November 21-27	Thanksgiving Break
Nov 28–Dec 2	Chapter 11 Strategic Human Resource Management
December 5	Final Exam will be 60 multiple choice and true/false questions. Monday, December 5, 2022 , 12:01 am to 11:59 pm, 180 minutes from start of exam. See test section of this syllabus.