

**HSAD 5163 Health Administration Problems Course Syllabus**  
**Spring 2022**  
**Midwestern State University**  
**College of Health Sciences and Human Services**  
**Department of Criminal Justice and Health Administration**

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**Email:**

D2L Email Only. Please use the D2L email for all class related inquiries, but if you need to discuss something unrelated to the class, my university email is [akrati.gupta@mwsu.edu](mailto:akrati.gupta@mwsu.edu). Please note that I may not reply to email during weekends, or evenings (after 5:00 PM), so please plan accordingly. Most emails will be returned within 48 hours, except on weekends. If you send me an email after 5:00 PM Thursday, I will not respond until Monday because Friday is considered a 'research day' for faculty. It is always a good policy to plan ahead and not expect help the last minute.

**Office Hours**

**Class Meets:**

HSAD 5163 X 20

Every Monday to Sunday Online

HSAD 5163 X 21 (hybrid section) every other Wednesday per Banner Schedule

**Course Objectives:**

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. (2014). *Cases in Health Care Management*. Burlington, MA: J&B Learning. ISBN-13: 978-1449674298.

**Other Materials:**

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

**Instructional Methods:** Instructional strategies for this class will include assigned readings, participation in discussions, written assignments which will include independent research.

**Course Assignments:**

Weekly Folio Modules: Modules specific to each course week are posted on D2L. Each module consists of assigned readings and will either have a written assignment or a discussion question due. Please follow the instructions for assignment completion posted within each module. Each module must be completed by the due date specified in the tentative course schedule attached to this syllabus.

**Class Discussion:** Some modules will have a discussion question posted by the instructor (total 8). The discussion question will be related to case studies assigned for the following week, the purpose of discussion is for students to discuss about the case and help each other in finding solutions for the problems highlighted in the case. Discussion posts will not be graded, therefore, participation in discussion posts is optional, except discussion 1. Participation in Discussion 1 is mandatory. **Students are encouraged to post both comments and questions and treat the discussion posts as discussions in the classroom.**

**Case Studies:** Students who are not enrolled in residency/internship will complete total 7 case analysis, whereas, students who are enrolled in residency/internship will complete 3 case analysis. The intent of the case studies is to provide students with an opportunity to critically think about the issues and problems that confront health care leaders working in different healthcare agencies. The cases will help apply leadership theories in practical situations.

**IMPORTANT NOTE:** No discussion posts or case studies will be accepted later than the due date. All assignments that are submitted after the due date will receive an automatic zero unless permission was given prior to the due date. Requests to turn work late must be submitted in writing at least ONE week prior to the submission due date. These requests will only be granted under extreme circumstances.

**Internship/Residency (optional):** The internship/residency is optional and accounts for partial credit for this course. If a student chooses to do the internship, he/she may complete 3 case studies instead of 7. Decision to enroll in residency/internship should be made no later than January 31<sup>st</sup> 2021. Prior to participating in the internship/residency, each student will need to sign the **Residency Agreement** (see module 1). Students must complete at least 100 hours of residency to pass this course. If total number of hours you complete are less than 100 hours than you won't pass the course and must retake the course when offered. **It is mandatory that residency/internship duties/goals/ projects are related to the objectives of the course.**

Students should use a log sheet to record the time spent in residency. The time log must be signed by the student and their immediate supervisor and submitted to the instructor bi-weekly. Students must also keep a log of duties performed each week which must also be signed by the student and their immediate supervisor. Duties log must also be submitted bi-weekly along with the time sheet. At the end of the semester, students must submit a final report that includes organization’s overview, student’s goals with internship and summary of duties and projects performed by the student. This report should also include the objectives of the project, a review of the steps undertaken to complete the project, and if applicable and available, results of the project. Before submitting the final report, the student should check with their supervisor to ensure that there is no violation of confidentiality and no proprietary information is disclosed without permission. The report must be at least 10 double- spaced pages and follow APA guidelines for formatting, citations and references. Criteria for successful completion of the residency/internship will be determined by the goals established by the student with the help of their immediate supervisor. Please send an email to the instructor outlining the agreed upon goals for the residency and the project no later than February 5th, 2021. A final written project report should be submitted to the instructor no later than April 22<sup>nd</sup> 2021.

**Course Assignment Style Guidelines:** For all written assignments and discussion board posts, students are expected to follow APA 7 formatting guidelines. **If you do not currently have an APA style guide, please purchase or borrow from your classmate.** If you still have difficulty locating the style guide, please contact the instructor.

**Grading:**

**HSAD 5163 X 20 (online section)**

Final Grades will be calculated with total points obtained in class. Weighting of assignments for purposes of grading will be as follows:

<b>Assignments</b>	<b>Grade Points</b>
Discussion Post 1 (1x10)	10 Points
Case Studies (7x20)	140 Points
Total Possible Points	150 Points

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 get an ‘F’

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

**HSAD 5163 X 21 (hybrid section)**

Final Grades will be calculated with total points obtained in class. Weighting of assignments for purposes of grading will be as follows:

<b>Assignments</b>	<b>Grade Points</b>
Discussion Post 1 (1x10)	10 Points
Case Studies (7x20)	140 Points
Class Attendance (7X10)	70 Points
<b>Total Possible Points</b>	<b>220 Points</b>

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:

- 198-220 Points (90% or More)                   A
- 176-197 Points (80%-89.99%)                B
- 154-175 Points (70%-79.99%)                C
- 132-153 Points (60-69.99%)                 D

Students who accumulate below 104 points or 69% or below GP will get an ‘F’

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

**Class Participation:**

**HSAD 5163 X 20**

Since this is a distance learning course, your discussion posts will be counted as your participation in the class. So, communicating through discussion posts is critical.

**HSAD 5163 X 21 (hybrid section)**

You are required to attend bi-weekly classes via zoom and participate in in-class activities and discussions. Attendance to all bi-weekly classes are mandatory (see grading section for attendance points), except in cases of health or family emergencies. All absence requests must be approved by the instructor at least 48 hours in advance. All unexcused absences unexcused will result in grade points deduction based on grading table on this syllabus.

**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 and paraphrasing for written assignments is acceptable. However, appropriate acknowledgement of the ideas, works, writings, or opinions that you borrow must be stated. **Since, no assignments for this course require group work; any students who are found to be working together may lose some or all of the points for the assignments.**

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).

If you need more information on student honor code please visit [Student Conduct](#)

**Please note that any form of breach of student code of ethics could result in dismissal or grade of 'F'.**

**Students with Disabilities:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil protections for persons with disabilities. Among other things, this legislation requires all students with disabilities be guaranteed a learning environment which provides for reasonable accommodation of their disabilities. In accordance with state and federal law, MSU provides academic accommodations to students with documented disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Support Services (DSS) in Room 168 of the Clark Student Center (phone 940-397-4140). The instructor is under no obligation to offer accommodations for students with disabilities who are not registered with DSS. To learn more about DSS, you can also visit [Disability Support Services](#)

**Campus Carry:**

Senate Bill 11 passed by the 84<sup>th</sup> Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry Rules](#)

**Note:** The contents of the syllabus are as accurate as possible. The instructor reserves the right to make any changes necessary to the syllabus and course material. Every effort will be made to inform students about the changes in the syllabus, however, its student's responsibility to know what changes have been made and complete the course requirements. There are no extra credit opportunities in this course.

**Tentative Class Schedule Spring 2021:**

<b>Week</b>	<b>Topic and Readings</b>	<b>Assignment</b>
Week 1 (Jan 11 <sup>th</sup> to Jan 17 <sup>th</sup> )	INTRODUCTION And SYLLABUS REVIEW	Complete Module 1 on D2L (due by 11:59 17 <sup>th</sup> Jan.)  <b>Discussion 1 Due</b>
Week 2 (Jan 18 <sup>th</sup> to Jan 24 <sup>th</sup> )	LEADERSHIP	Complete Module 2 on D2L (due by 11:59 24 <sup>th</sup> Jan.)  <b>Discussion 2 Due</b>
Week 3 (25 <sup>th</sup> Jan to 31 <sup>st</sup> Jan)	LEADERSHIP	Complete Module 3 on D2L (due by 11:59 31 <sup>st</sup> Jan)  <b>CASE STUDY 1 DUE</b>
Week 4 (1 <sup>st</sup> Feb to 7 <sup>th</sup> Feb)	MANAGEMENT	Complete Module 4 on D2L (due by 11:59 7 <sup>th</sup> Feb.)  <b>Discussion 3 Due</b>
Week 5 (8 <sup>th</sup> Feb to 14 <sup>th</sup> Feb)	MANAGEMENT	Complete Module 5 on D2L (due by 11:59 14 <sup>th</sup> Feb.)  <b>CASE STUDY 2 DUE</b>
Week 6 (15 <sup>th</sup> Feb to 21 <sup>st</sup> Feb)	QUALITY/PATIENT SAFETY	Complete Module 6 on D2L (due by 11:59 21 <sup>st</sup> Feb.)  <b>Discussion 4 Due</b>
Week 7 (22 <sup>nd</sup> Feb to 28 <sup>th</sup> Feb)	QUALITY/PATIENT SAFETY	Complete Module 7 on D2L (due by 11:59 28 <sup>th</sup> Feb)  <b>CASE STUDY 3 DUE</b>
Week 8 (1 <sup>st</sup> March to 7 <sup>th</sup> March)	FINANCE	Complete Module 8 on D2L (due by 11:59 7 <sup>th</sup> March.)  <b>Discussion 5 Due</b>

<b>Week</b>	<b>Topic and Readings</b>	<b>Assignment</b>
Week 9 (8 <sup>th</sup> March to 14 <sup>th</sup> March)	FINANCE	Complete Module 9 on D2L (due by 11:59 14 <sup>th</sup> March)  <b>CASE STUDY 4 DUE</b>
Week 10 (15 <sup>th</sup> March to 21 <sup>st</sup> March)	HUMAN RESOURCES	Complete Module 11 on D2L (due by 11:59 21 <sup>st</sup> March)  <b>Discussion 6 Due</b>
Week 11 (22 <sup>nd</sup> March to 30 <sup>th</sup> March)	HUMAN RESOURCES	Complete Module 12 on D2L (due by 11:59 30 <sup>th</sup> March)  <b>CASE STUDY 5 DUE</b>
Week 12 (5 <sup>th</sup> April to 11 <sup>th</sup> April)	HEALTH DISPARITIES	Complete Module 13 on D2L (due by 11:59 11 <sup>th</sup> April)  <b>Discussion 7 Due</b>
Week 13 (12 <sup>th</sup> April to 18 <sup>th</sup> April)	HEALTH DISPARITIES	Complete Module 15 on D2L (due by 11:59 18 <sup>th</sup> April)  <b>CASE STUDY 6 DUE</b>
Week 14 (19 <sup>th</sup> April to 25 <sup>th</sup> April)	ETHICS/CONFLICT OF INTEREST	Complete Module 16 on D2L (due by 11:59 25 <sup>th</sup> April)  <b>Discussion 8 Due</b> <b>CASE STUDY 7 DUE</b>

- \* Please note that above schedule does not contain the list of additional supplemental and required readings and materials. To view additional required readings, please refer to each module.