



Course Syllabus
College of Health Sciences and Human Services
Health Care Personnel HSAD 4123
Fall 2023

Contact Information

Instructor: Jeanna Berry
E-mail: jeanna.berry@msutexas.edu
Cell 940-704-2884

Course Description

This is an undergraduate course, designed to introduce students to the essential role of human resources management (HRM) within healthcare 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 as well as strategy and current trends.

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 Healthcare Workforce
- Part III Training and Developing the Organization
 - Chapter 5 Careers in the Healthcare Industry
 - Chapter 6 Employee Benefits
 - Chapter 7 Developing and Retaining Healthcare Employees
- Part IV Employee Relations
 - Chapter 8 Labor Unions and Healthcare
 - Chapter 9 Terminating Healthcare Employees
- Part V Long-Term Planning in HR
 - Chapter 10 Trends in Healthcare HRM
 - Chapter 11 Strategic HRM

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

1. Review and understand job descriptions for the major groups of employees working in healthcare such as physicians, nurses (RN and LVNs), and others. Review career paths in healthcare.
2. Explore relevant employment laws and how they impact the organization
3. Create executive decision-making strategies, as applied to HRM
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, job descriptions, and design
7. Explore total compensation packages including health benefits
8. Evaluate workforce productivity
9. Understand and value the strategic role of HRM in a healthcare 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, inclusion, technology, and globalization in healthcare

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, writing assignments, 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, and assignments, as well as class discussions. You 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. You will be expected to complete writing assignments and discussion questions posted on D2L by the instructor. The instructor reserves the right to give additional assignments to supplement the text and provide realistic lessons to prepare you for future roles.

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. You should complete work on your own with no sharing of work or collaboration with others. 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>

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

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

Assignments	Points
Exam (FE)	30
Total Points	100

Total points for final grade

Grade	Points
A	90-100 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)

You should complete work on your own with no sharing of work or collaboration with others.

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. Points will be deducted 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. There is also guidance in the D2L classroom on identifying peer-reviewed articles.

The instructor will review each WA, point out its strengths and offer suggestions for improvements within ten (10) working days of its submission. You will approach your 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 pt. 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 APA format will result in an automatic subtraction of points.

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. A reference is required for the initial response. You may use the text for this reference.

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/>. You must follow the prompts – clearly identify yourself, show your ID, show your work area, etc. Instructor will review the web footage.

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

Fall 2023 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.

<u>Week</u>	<u>Dates</u>	<u>Topics</u>
#1	August 28 - Sept. 3	Chapter 1 What is Human Resources Management?
#2	September 4-10 (No class Sept 4 th)	Chapter 2 Human Resources-Related Law
#3	September 11-17	Chapter 3 Designing Jobs
#4	September 18-24	Chapter 4 Recruiting, Selecting, and Hiring
#5	September 25-Oct 1	Writing assignment #1 - Chapters 1-4. Scenario will be provided. Due Sunday, Oct. 1 by 11:59 pm
#6	October 2-8	Chapter 5 Careers in the Healthcare Industry
#7	October 9-15	Chapter 6 Employee Benefits
#8	October 16-22	Quiz on Chapters 1-6. 30 multiple choice and T/F questions. Friday, Oct. 20 , 12:01 am - 11:59 pm, 90 min. from start time.
#9	October 23-29	Chapter 7 Developing and Retaining Employees
#10	October 30-Nov. 5	Chapter 8 Labor Unions and Healthcare
#11	November 6-12	Chapter 9 Terminating Healthcare Employees
#12	November 13-19	Writing assignment #2. Scenario will be provided. Due Sunday, Nov. 19 by 11:59 pm.
#13	November 20-26	Thanksgiving Break
#14	Nov. 27-Dec. 3	Chapter 10 Trends in Healthcare HRM
#15	Dec 4-Dec 8 (last day)	Chapter 11 Strategic Human Resource Mgt
#16		Final Exam will be 60 multiple choice and T/F questions. Cumulative. Monday, Dec. 11 , 12:01 am – 11:59 pm, 180 minutes from start time.