

SYLLABUS
RAD 531, Human Resource Management in Health Care
Spring – 2015 Online

Instructor: Sandra K. Collins MBA, PhD.
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Health Care Management Program – School of Allied Health

Phone: 618-453-8802 office
618-322-6245 cell (between 9am – 9pm CST).
If I don't answer – I will call you back as soon as possible – leave a voice mail
but, allow a 48 hour response time.

Email: skcollin@siu.edu. This is the *best* way to contact me but, allow a 48 hour
response time.

COURSE DESCRIPTION:

This course carefully examines and describes how the key human resource functions play a significant role in the health care environment. It focuses heavily on how each particular human resource function supports management initiatives. With a strategic focus, this course methodically scrutinizes how human resource functions such as employee selection, development, motivation, and appraisal can impact a health care organization's ongoing business continuity. It also thoroughly examines how health care employees, managers, and administrators must operate within the dynamic legal environment of human resources.

PREREQUISITE TO:

N/A

REQUIRED:

Textbook: Fallon, L.F., McConnell, C.R. *Human Resource Management in Health Care: Principles and Practice*. (2007). Jones and Bartlett Publishers. Sudbury, Massachusetts. ISBN# 978-0-7637-3531-9.

Computer: A computer which is easily accessible to the students during the week and through the weekend which is compatible with the Desire to Learn (D2L) system. For compatibility questions, contact the D2L Administrator at 618-453-1016 or mycourse.siu.edu.

Internet and D2L Access: To successfully complete this course, students must use the D2L System which will require internet accessibility.

This class uses D2L extensively, but is not a class that *teaches* D2L. Students are expected to familiarize themselves with the D2L system and be knowledgeable of how it is used within the first week of class.

To access D2L, please contact the D2L administrator at 618-453-1016 or at mycourses.siu.edu.

By the end of the first week of class, it is the student's responsibility to make sure the D2L system/email systems are working sufficiently. Technical problems, such as computer incompatibility should be directed to the D2L Administrator at 618-453-1016. The instructor cannot assist the students with technical problems; these must be handled by the D2L Administrator.

COURSE OBJECTIVES:

The primary objective of RAD 531 is to instill in the student an understanding of the human resource and regulatory issues whereas the health care industry must operate. This is accomplished through an integrated study of topics, case studies of current events, and the review of relevant course related issues which revolve around the human resource and the management field. At the conclusion of the course, the student will be capable of:

1. Identifying strategies for the recruitment, selection, development, and retention of quality health care professionals;
2. Understanding the varying leadership styles, need for leadership cultivation, and succession planning strategies;
3. Differentiating between the varying motivational and communication strategies useful in creative productive work teams;
4. Identifying various legal issues which require managerial attention;
5. Understanding the changing workforce dynamics and the labor shortage issues;
6. Preparing for future challenges in the human resource field within the industry of health care.
- 7.

ASSIGNMENTS:

- Students are expected to turn in master's level work free from grammatical errors. Points will be deducted for violations.
- All assignments are to be typed – no handwritten assignments will be accepted.
- NO late assignments will be accepted. This is a management related degree and deadlines are a serious issue in the healthcare field. Again, NO late assignments will be accepted. Watch your due dates closely. All due dates/times are in Central Standard Time (CST).
- Any chat room or chat time, whereas points are given, cannot be made up if missed.
- All assignments/tests/quizzes should be submitted/completed through the D2L system unless otherwise instructed. Do NOT email them to the instructor (unless asked to do so) since the system cannot track that they have been submitted. No grade will be given for emailed assignments/tests/quizzes for any reason unless you are given permission from the instructor first.

- Regarding bibliography and citations, the research paper should be in American Psychological Association (APA) format. The following website may prove helpful: <http://owl.english.purdue.edu/owl/resource/560/01/>. Students should also know they can contact the Morris Library and consult with a librarian for assistance with APA format. Even long-distance students have this option. See the following website for methods of contact with Morris Library: <http://www.lib.siu.edu>.
- The research paper should be approximately 15 pages long (not including title page and bibliography). A minimum of 20 sources should be from “peer reviewed” journals, books, governmental databases, etc. Please look up the definition of “peer reviewed” online so that you have a good idea of what the term means.
- Avoid using more than a total of two websites. Even those two must be from highly respected sources. Government related websites are generally permissible such as www.dol.gov or www.bls.gov. Remember, just because it is on a website doesn’t mean it is accurate. Therefore, the information retrieved from these online sources cannot be easily verified in terms of authenticity and therefore will not be considered as “peer-reviewed”. Again, use no more than two websites as sources. If the instructor can’t locate the information the student cites based upon the bibliography provided within the research paper the student will receive no credit for using it.
- Use of any more than two websites will result in a zero for the research **and** presentation assignments. The bulk of the references/citations should come from journals, books, etc. This is not to say students can’t use online access to journals and books. Accessing journals online is encouraged and expected. Using the online accessibility available through Morris Library will prove very helpful to the students. Contact a Morris Library librarian for help with finding “peer reviewed” information on your topic at www.lib.siu.edu.

GRADING SCALE:

1000-900=A, 899-800=B, 799-700=C, 699-600=D, 599-0=F

*Due dates and times can be located in D2L. Remember, I don’t accept anything late. Doing it early is fine, but late is not an option.

Current Events Reflections 4 @ 50	200 shared with colleagues
Research Paper	400 (total points possible)
<u>The 400 points for the Research Paper are comprised of the following:</u>	
APA Format	100
Peer Reviewed Sources	100
Independent Research Ability	100
Grammar	25
Punctuation	25
Sentence Structure	25
Organization	25
Assignments 4 @ 50	200
Exam 1(Chapters 1-11)	100
Exam 2(Chapters 12-23)	100
	Total Possible Points = 1000

*In reference to the research paper, students will be asked to send me their “work in progress” approximately 4-6 times during the semester. This is so I can check to see how you are

progressing. No points are given for the submission as it is for feedback purposes only. However, failure to submit your work when requested will result in a 10% reduction of the final points associated with the research paper (per offense).

AGENDA:

CE Current Events, ASGN = Assignment, T = Test, RP = Research Paper

** Submit all assignments via D2L - do NOT email them unless otherwise instructed.

March	23		Review Syllabus, textbook, and D2L.
	26	RP	Topic For Research Paper - email the instructor with an approximate idea of what your research paper will be about.
	31		Begin Working on Research Paper
April	4		Read Chapters 1,2,3
	5		Read Chapters 4,5,6
	8	ASGN #2	Position Description - obtain a copy of your position description and based on the information in your textbook, email me the document with a one page description
			as to if you feel it represents the job appropriately and is a legally defensible job description.
	11	RP	Draft 1 of Research Paper - email a rough draft of where you are on your resesarch paper
	11		Read Chapters 7,9,10,11
	12	CE #1	Current Events Paper - find a current human resources related event in the news or online (video or manuscript is fine) and attach it to an email with a
			one page description of the issue at hand and what you think about it.
	18	n/a	Test/Chapters 1,2,3,4,5,6,7,9,10,11
	19		Continue working on Research Paper
	25		Read Chapters 12,13,14
	26	ASGN #3	Performance Appraisals - locate your last performance review and compare it to your job description. Email me a one page reflection as to the strengths and
			weaknesses of the appraisal instrument and if it correlates appropriately with the job description.
	26	RP	Draft 2 of Research Paper - email me a rough draft of where you are on your resesarch paper
	28	CE #2	Current Events Paper - find a current human resources related event in the news or online (video or manuscript is fine) and attach it to an email with a

		one page description of the issue at hand and what you think of it.
May	28	Continue working on Research Paper
	2	Read Chapters 15,16,17
	3	Read Chapters 18,19,20
	5	ASGN #4 Succession Planning
	9	RP Final Research Paper Due with Cover Page
	9	Read Chapters 21,22,23
	10	CE #3 Current Events Paper - find a current human resources related event in the news or online (video or manuscript is fine) and attach it to an email with a
		one page description of the issue at hand.
	13	CE #4 Current Events Paper - find a current human resources related event in the news or online (video or manuscript is fine) and attach it to an email with a one page description of the issue at hand and what you think about it.
	15	n/a Test 2/Chapters 12,13,14,15,16,17,18,19,20,21,22,23

All materials are due in CST as listed on D2L.

*Subject to change at instructor's discretion.

NO LATE ASSIGNMENTS WILL BE ACCEPTED

STUDENT CONDUCT CODE: *It is each student's responsibility to know and comply with the SIUC Student Conduct Code and any policies referenced in the Student Conduct Code, Southern Illinois University Carbondale. Professionalism is expected at all times! Some of the issues covered in this class are sensitive in nature and respect for individual perspectives will be expected. Students demonstrating inappropriate behavior will be subject to a deduction of points and/or being removed from the class. Some violations of classroom professionalism include but are not limited to:*

- Turning in late assignments
- Use of foul or inappropriate language
- Being disrespectful of the opinions of others
- Displaying an argumentative and uncooperative attitude
- Inability to follow directions as provided in the syllabus.
- Academic dishonesty -
 - Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty.
 - Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or collusion.

For a complete list, see the SIUC Student Code of Conduct accessible online at www.siu.edu.

OTHER REMARKS:

This course is in an online format which requires an increased level of discipline and independence on the part of the student. Effective communication is the key in terms of success. The students are expected to check their D2L and email accounts several times daily for messages from the instructor and to communicate with the instructor when problems occur. Furthermore, students are expected to check due dates and times for all coursework. The D2L system for this course will NOT accept late assignments. Students may turn work in early, but not late.

ADA Statement for Students Requiring Special Accommodations:

As per 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, if accommodations are needed, inform the instructor or program advisor as soon as possible

***Syllabus, assignments, due dates, and other general course materials/issues are subject to change at instructor's discretion.

For a complete list, see the SIUC Student Code of Conduct accessible online at www.siuc.edu.

TOPICAL OUTLINE:

Topics		
I.	Human Resources in Healthcare Industry Strategic Planning Recruitment and Selection Employee Retention Performance Evaluation Training, Education, and Development	20%
II.	Management Practices Leadership Motivation Communication Credentialing	15%
III.	The Legal & Regulatory Environment Historical Issues in Human Resources Federal Equal Employment Opportunity Laws General Employee Laws Benefits Safety Sexual Harassment	30%
IV.	Workforce Issues Labor Shortages Changing Workforce Demographics Provider Maldistribution	15%
V.	Future Challenges Economic Trends Social Trends Technological Trends Political Trends Regulatory Trends Outsourcing Global Aspects	20%

** The types of Links available to the students will vary from class to class. Changes to D2L are at the discretion of the instructor.

IMPORTANT DATES *

Semester Class Begins.....	01/20/2015
Last day to add a class (without instructor permission):	01/25/2015
Last day to withdraw completely and receive a 100% refund:	02/01/2015
Last day to drop a course using SalukiNet:	04/05/2015
Last day to file diploma application (for name to appear in Commencement program):	03/13/2015
Final examinations:	5/11–5/15/2015

Note: For outreach, internet, and short course drop/add dates, visit Registrar's Academic webpage <http://registrar.siu.edu/>

SPRING SEMESTER HOLIDAYS

Martin Luther King, Jr.'s Birthday 01/19/2015

Spring Vacation 03/07—03/15/2015

WITHDRAWAL POLICY ~ Undergraduate only

Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit <http://registrar.siu.edu/pdf/ugradcatalog1314.pdf>

INCOMPLETE POLICY~ Undergraduate only

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or *graduation*, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of *F* and the grade will be computed in the student's grade point average. For more information please visit:

<http://registrar.siu.edu/grades/incomplete.html>

REPEAT POLICY

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at

<http://registrar.siu.edu/pdf/ugradcatalog1314.pdf>

GRADUATE POLICIES

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit

<http://gradschool.siu.edu/about-us/grad-catalog/index.html>

DISABILITY POLICY

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements.

<http://disabilityservices.siu.edu/>

PLAGIARISM CODE

http://pvcaa.siu.edu/_common/documents/PlagiarismGuide%20to%20Preventing%20Plagiarism.pdf

MORRIS LIBRARY HOURS

<http://www.lib.siu.edu/about>

SAFETY AWARENESS FACTS AND EDUCATION

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: <http://safe.siu.edu>

SALUKI CARES

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, <http://salukicare.siu.edu/index.html>

EMERGENCY PROCEDURES

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU **Emergency Response Plan** and **Building Emergency Response Team (BERT)** programs. Please reference the **Building Emergency Response Protocols for Syllabus** attachments on the following pages. *It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.*

INCLUSIVE EXCELLENCE

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: <http://www.inclusiveexcellence.siu.edu/>

LEARNING AND SUPPORT SERVICES

Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring : <http://tutoring.siu.edu/>

Math Labs http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER

The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit <http://write.siu.edu/>

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit:

<http://diversity.siu.edu/#>

Additional Resources Available:

SALUKINET: <https://salukinet.siu.edu/cp/home/displaylogin>

ADVISEMENT: <http://advisement.siu.edu/>

SIU ONLINE: <http://online.siu.edu/>