

Course	HLTH 5040 Human Resource Management in Health Administration									
Term	Spring 2, 2008									
Instructor	Name: Dr. Robert Gray Phone: 913-422-0337 Email: bgray@webster.edu									
Catalog Description	This course examines the traditional concerns of human resources management within the health administration field. Particular attention is paid to compensation management, employee recruitment, employee retention, employment policies, and the legal environment of human resource management. The various employment arrangements and contracts of physicians, nurses, and allied health professionals are discussed.									
Prerequisites	None									
Course Level Learning Outcomes	<ul style="list-style-type: none"> • Students will be able to identify and explain the recruitment practices of health service organizations • Students will be able to appraise retention practices of health service organizations • Students will be able to identify the methods for a wage and salary schedule • Students will be able to construct the legal environment of human resource management • Students will be able to prescribe a training and development program for a chosen health service organization 									
Materials	<p><i>Healthcare Human resource Management</i> by Gray and Griffen, Woods and Waters press. ISBN 0964683407.</p> <p>Book is available at amazon.com</p>									
Grading	<table border="1"> <tr> <td>Exam 1</td> <td>15%</td> </tr> <tr> <td>Exam 2</td> <td>15%</td> </tr> <tr> <td>Term paper</td> <td>30%</td> </tr> <tr> <td>Questions and cases answers and critiques</td> <td>40%</td> </tr> </table>	Exam 1	15%	Exam 2	15%	Term paper	30%	Questions and cases answers and critiques	40%	<p>The GRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none"> • A/A- Superior graduate work • B+/B/B- Satisfactory graduate work • C Work that is barely adequate as graduate-level performance
Exam 1	15%									
Exam 2	15%									
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Questions and cases answers and critiques	40%									

	<ul style="list-style-type: none"> • CR Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. • F Work that is unsatisfactory • I Incomplete work • ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. • IP In progress • NR Not reported • W Withdrawn from the course
<p>Activities</p>	<ul style="list-style-type: none"> • Write an approximate 10 page term paper. Topic will be what the organization and focus of the human resources staff department should be in a healthcare setting in order to best serve the line managers in the discharge of their duties. Include recommended ways for the HR staff department and the line management to communicate and when should HR staff be involved with line managers as they perform their duties. Include how HR staff should be evaluated, the evaluation criteria and identify who should be administering the evaluations. • Answer the questions and critique the cases for all chapters. • Exams
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><i>Academic Honesty</i></p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><i>Drops and Withdrawals</i></p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund</p>

	<p>and for withdrawing from a course with a partial refund.</p> <p><i>Special Services</i></p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><i>Disturbances</i></p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><i>Student Assignments Retained</i></p> <p>From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p><i>Contact Hours for this Course</i></p> <p>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
Course Policies	This syllabus may be revised or changed without prior notice by the instructor.
Weekly Schedule	Will be discussed first night of class.
Additional Information	None

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