

Course	HLTH 5040 Human Resource Management in Health Administration
Term	Spring 1, 2008, Fort Sam Houston, Texas
Instructor	Name: Dr. Christopher L. Pate Phone: 210-592-7727 Email: clp165@yahoo.com ; or cpate29@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><u>Human resources in healthcare: Managing for success</u> (2nd Ed). Fried, B.J. & Johnson, J.A. Health Administration Press ISBN: 1-56793-243-6</p> <p>Center for Advanced Human Resource Studies (http://www.ilr.cornell.edu/cahrs/paper.html)</p>
Grading	<p>Review Article 30% Case Presentation 15% Class participation 5% Final Examination 50%</p> <p>The GRADUATE catalog provides these guidelines and grading</p>

	<p>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 • 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 • IP In progress • NR Not reported • W Withdrawn from the course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>	<p>Case study and presentation, critical papers, in-class discussion, case studies</p>
<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>Academic Honesty</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>Drops and Withdrawals</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 and for withdrawing from a course with a partial refund.</p> <p>Special Services</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>Disturbances</p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not</p>

	<p>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>Student Assignments Retained 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>Contact Hours for this Course 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>
<p>Course Policies</p>	<p>Cheating and plagiarism Students are expected to do their own work. Students who claim that someone else's work is theirs may face disciplinary action. Plagiarism can be avoided simply by the use of quotation marks when quoting and citation when paraphrasing someone else's work.</p> <p>Absenteeism Student's who miss more than one class will have to make up additional work. Student's who miss more than two classes may be advised to drop the course or may have their grade lowered commensurately</p> <p>This syllabus may be revised or changed without prior notice by the instructor.</p> <p>Written Assignment: Students will use <i>The Publication Manual of the American Psychological Association</i> for all written assignments.</p>
<p>Weekly Schedule</p>	<p>Week 1 Course Introduction; Chapters 1 – 2 FFJ (Strategic HRM; Workforce Planning)</p> <p>Assignment: Read Chapter 3; HRM and Performance: What's Next? (Paauwe, Boselie; WP 05-09)</p> <p>Week 2 Chapter 3 – Healthcare Professionals</p> <p>Assignment: Read Chapter 4; In there or up front?: An introduction to bottom-line human resource management (Fields, WP 02-06).</p> <p>Week 3 Chapter 4 – The legal environment; Bottom-line HR</p> <p>Assignment: Read Chapters 5 – 6</p>

	<p>Week 4 Chapter 5 – Workforce diversity; job analysis & design Assignment: Read Chapter 7</p> <p>Week 5 Chapter 7 – Recruitment and Selection Assignment: Read Chapter 10</p> <p>Week 6 Chapter 10 – Salary and wage administration Case Presentations – Group 1 Assignment: Read Chapter 8</p> <p>Week 7 Chapter 8 – Training and development Case Presentations – Group 2 Assignment: Leading for the Bottom Line: A view of leadership in a bottom-line context (Fields, Stern; WP 06-06)</p> <p>Week 8 Leadership, HRM and healthcare organizations</p> <p>Week 9 Course overview discussion and final exam</p>
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