

Course	HLTH 5040 57 Human Resource Management in Health Administration
Term	Spring 1, 2010, Ft. Sam Houston, Texas
Instructor	Name: Dr. Ron Scott, EdD, JD, LLM, MSBA, MA, MS (PT), BS(HRP) Phone: 210-867-8382 Email: rscott98@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	Title: <i>Human Resources in Health Care: Managing for Success</i> , 3rd edition, 2008 Author: Fried BJ, Publisher: McGraw-Hill ISBN: ISBN 1567932991
Grading	5 graded weekly case analyses: 15% (3%@) Health professions overview with HRM focus (wk. 2): 15% Presentation/paper on HRM topic*: 30% (15%@) Final exam: 30% Class participation**: 10% The GRADUATE catalog provides these guidelines and grading options: <ul style="list-style-type: none"> • A/A– Superior graduate work

	<ul style="list-style-type: none"> • 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 • IP In progress • NR Not reported • W Withdrawn from the course 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>* Research papers are due in the final session. Oral presentations and papers will focus on salient issues in health care human resource management. The written paper is from 6-8 pages in length with 3-5 references, at least two of which must emanate from the Webster University Library. A link to the Webster University Library can be found at www.webster.edu</p> <p>** To enhance classroom discussion, students will report on a rotating basis on recent HRM articles (<i>NYT</i>, <i>WSJ</i>, etc.), most provided by me.</p>
Activities	Case studies, salient news articles presentations, critical research papers & in-class discussion and negotiations role-playing.
Policy Statements: University Policies	<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 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 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 If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the</p>

	<p>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> 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> 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> 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	<p>Cheating and plagiarism</p> <p>Of course, 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</p> <p>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>
Weekly Schedule	<p>Week 1 Course overview; HRM vs. personnel management; role of the HR manager in the organization. (Chs. 1, 2). Case #1.</p> <p>Week 2 Healthcare professionals (Ch. 3). Case #2: Interdisciplinary relations.</p> <p>Week 3 Recruitment, selection and retention of key professionals. (Chs. 5,6,7)). Article presentations.</p> <p>Week 4 Legal and ethical issues in HRM. (Ch. 4). Article presentations. Case #3: Sexual harassment policy and complaint procedures.</p>

	<p>Week 5 Performance appraisal. (Ch. 9). Article presentations. Case #4: Performance appraisal instruments.</p> <p>Week 6 Compensation management; employee discipline; safety & health programs, labor relations. (Chs. 10-12). Article presentations.</p> <p>Week 7 Staff training and development; conflict management; ADR. Article presentations. (Chs. 8, 13) Case #5: Applying the systems approach to HRM decision making.</p> <p>Week 8 Exam review; student presentations. Workplace drug testing negotiation exercise.</p> <p>Week 9 Student presentations; trends and perspectives in health care HRM (Chs.15, 16); course evaluation; final exam.</p>
<p>Additional information</p>	<p>Please notify the instructor as soon as possible regarding absences. It is the student's responsibility to obtain notes and materials for class time missed. I look forward to our teaching and learning together.</p>