



HCM 301 OK: Perspectives In Health Care Management

Instructor: Ron Koller, PhD

Session: Win 2, 2020

Dates: February 29 – April 24, 2020

Day and Time: Online

University Mission

The mission of Siena Heights, a Catholic University founded and sponsored by the Adrian Dominican Sisters, is to assist people to become more competent, purposeful, and ethical through a teaching and learning environment that respects the dignity of all.

Business Administration Learning Outcomes

- **Communication:** The ability to express ideas in writing, verbally, and visually.
- **Creativity:** The ability to develop original ideas or use common solutions in uncommon ways.
- **Analytical Ability:** The ability to effectively separate a complex problem or situation into its component parts in order to identify solutions.
- **Integrative Thinking:** The ability to detect interrelations among components parts and assess their importance in creating solutions.

Siena's Accommodation Policy for Students with Disabilities

In accordance with University policy and the equal access laws, I am available to discuss appropriate academic accommodations that you may be eligible for as a student with a disability. Please contact me for an appointment to discuss possible accommodations. Students must register with the Office for Students with Disabilities for disability verification and determination of reasonable accommodations. Requests for accommodations must be done in a timely manner and are not retroactive. For more information, you may contact: Office for Students with Disabilities, Room 301A, Sacred Heart Hall, Adrian campus, 517-264-7683;

Section 504 of the Rehabilitation Act of 1973 (Section 504), prohibits discrimination on the basis of physical or mental disability (29 U.S.C. Section 794). Siena Heights University is committed to furnishing appropriate auxiliary aids and services where necessary to afford any student with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.

An academically qualified (has met admission standards) student with a disability who is in need of auxiliary aids/services is obligated to provide detailed documentation of the nature of the disabling condition to the Office of Disability Resources (303 Sacred Heart hall/517. 264.76830. The student will discuss with the coordinator of the ODR how the disability impacts performance in the academic setting. The student should initiate this process at the beginning of the semester so that accommodations may be arranged before the student experiences difficulty. This process is not retroactive-a student may not disclose a disability in order to retake a failed test. Once appropriate accommodations/services have been determined, the student presents a Letter of Accommodation (provided after consultation with the coordinator of the ODR) to his/her course teaching staff and discusses a plan for implanting the accommodation/service.

COURSE DESCRIPTION:

The purpose of this course is to provide a survey of concepts and methodologies basic to a variety of managerial disciplines (organizational behavior, planning/marketing, operational research, financial management, the law, etc.), which are directly applicable to the management of health services organizations.

COURSE OBJECTIVES:

The primary objective of the course is to orient students to health care management, including the functions and responsibilities of managers in healthcare organizations.

Upon satisfactory completion of this course of study, students will be able to:

1. Develop a basic understanding of healthcare management;
2. Understand the functions and responsibilities of a healthcare manager;
3. Understand the various managerial functions of planning, organizing, staffing, influencing and controlling.

COURSE TEXT:

Dunn and Haimann's Healthcare Management -- Rose Dunn

Health Administration Press, Tenth Edition/2015 ISBN: 978-1-56793-725-1

Required Style/Publication Manual:

A Writer's Resource: A Handbook for Writing and Research. (2006). by Maimon, Elaine P. and Janice H. Peritz. McGraw-Hill. ISBN: 0-07-294405-6

INSTRUCTIONAL METHODOLOGY:

Interactive asynchronous class discussions will be the primary instructional methodologies used in this course. Students will integrate academic understanding with direct application to the world of work. With that in mind, faculty will work as the class's consultant and will facilitate individual growth through the demonstration of the abilities students will be developing throughout the course.

ACADEMIC and PROFESSIONAL INTEGRITY:

Siena Heights University expects its students to use resources with consideration for ethical concerns and legal restrictions.

The principles of truth and honesty are recognized qualities of a scholar and of a competent, purposeful and ethical individual. Siena Heights University expects its students to honor these principles. "Academic and Professional Integrity" refers to the representation of one's self and one's work honestly, while demonstrating respect for the accomplishments and contributions of others.

1. Students may not use materials, such as books or notes, or consult with other individuals in the completion of an examination or an assignment unless specifically authorized to do so.
2. Students must appropriately credit the sources of materials and ideas, published or not. Failure to acknowledge the works of others implies that the work is one's own.
3. Students must follow the ethical and legal guidelines established for copyrighted materials.

Students are expected to be familiar with the policies and practices governing the use of resources and references as set forth by the American Psychological Association in its *Publication Manual*. See "A Writer's Resource."

Penalties for plagiarism and copyright infringement are at the discretion of the course instructor. The course instructor, who has documentation of plagiarism or copyright infringement by a student, files the documents with the Dean. A student with documentation of more than one case of plagiarism or copyright infringement is subject to evaluation by the appropriate body and possible suspension from the program.

LATE WORK:

We're all adults and life happens. When something comes up, please just notify me. Communication is key. My job involves you learning, not me catching you doing something "wrong."

COURSE REQUIREMENTS:

All students are expected to "attend" and actively participate in all online class sessions; complete the mid term project and complete the final research project; and complete the three (3) quizzes. Since this is an on-line course, you are expected to be on-line each week. At the end of the course, a letter grade will be given, based on the following letter: point assignment.

- A 1000 - 920
- B 919 - 820
- C 819 - 720
- D 719 - 620
- F 619 and below

Online Course Attendance and Discussion Board Participation (560 points or 56%): Each student is expected to "attend" and actively participate in all scheduled online class discussions. In order to actively participate in all scheduled online class discussions, each student is required to post their initial response to each Discussion Question on or before Tuesday of each academic week. *If you want full points, please use sources besides the textbook to support your argument or point of view.* To that end, each DQ requires 1 non-textbook citation for the initial response, two different citations, one for each DQ. In addition, each student must provide at least two follow-up substantive responses to the postings of other students. In one of the two peer responses, you must use a non-text citation. In total, you are required to use **4 unique non-textbook citations** each week. Finally, your responses must be made throughout the week (on a minimum of 3 days) during the academic week in order to be eligible for full participation points (70 points maximum per week). All postings must be completed during the assigned week (Saturday – Friday).

Research Paper Project (140 points or 14%):

Each student is required to complete one (1) "research" paper (approximately 7-8 full pages – without cover and reference pages) that deals with a topic related to healthcare management. An outline of the research paper including proposed references in appropriate APA format is due on Friday of Week 4 [40 points] (see Assignment button for Week 4 for further details and required documents on this assignment). The final paper [100 points] must noticeably incorporate or integrate the concepts of health care management throughout the paper. The paper is due on the designated date indicated in this course syllabus - Wednesday of Week 8 (see Assignment button for Week 8 for further details on this assignment). The required style of the paper is to be based on the Publication Manual of the American Psychological Association (APA.) See Chapter 7 of "A Writer's Resource."

Pre-class assignment:

Research what topic you will complete your research paper on. Your topic is due to me on the first week of class and posted in the designated area.

Quizzes (300 points or 30%):

Each student is required to complete the following quizzes during the following assigned weeks: Quiz # 1 (Week 3), Quiz # 2 (Week 6) and Quiz # 3 (Week 8). Each quiz covers the reading material either through the end of the assigned week or prior weeks. For example, Quiz # 1, offered in Week 3, will consist of multiple choice readings covered in Weeks 1, 2 and 3. The quizzes are open-book and NOT cumulative in nature.

COURSE OUTLINE:

Week # 1	Introductions Introductions to the Course (review Syllabus and e-College) Part I: Stepping Into Management Reading: Chapters 1 and 2 Discussion Board
Week # 2	Part II: Connective Processes Reading: Chapters 3 – 6 Discussion Board
Week # 3	Part III: Planning Reading: Chapters 7 – 10 Discussion Board Quiz # 1 [covers Chapters 1-10]
Week # 4	Part IV: Organizing Reading: Chapters 11 – 16 Discussion Board Assignment: Research Paper Outline assignment (place in Dropbox by Friday)
Week # 5	Part V: Staffing Human Resources Management Reading: Chapters 17 – 19 Discussion Board
Week # 6	Part VI: Influencing Reading: Chapters 20– 24 Discussion Board Quiz # 2 [covers Chapters 11-19]
Week # 7	Part VII: Controlling Reading: Chapters 25 – 26 Discussion Board
Week # 8	Part VIII: Labor Relations Reading: Chapters 27 – 29 Discussion Board Assignment: Research Paper (place in Dropbox by Wednesday by 5 PM) Quiz # 3 [covers Chapters 20-29]